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Release:	ECC 6.0									
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Created on:	03.12.2010									

# Project Sarthak



## SAP Implementation at PDIL

### User Manual

#### Module: Human Resource Management

#### Sub module : Time Management



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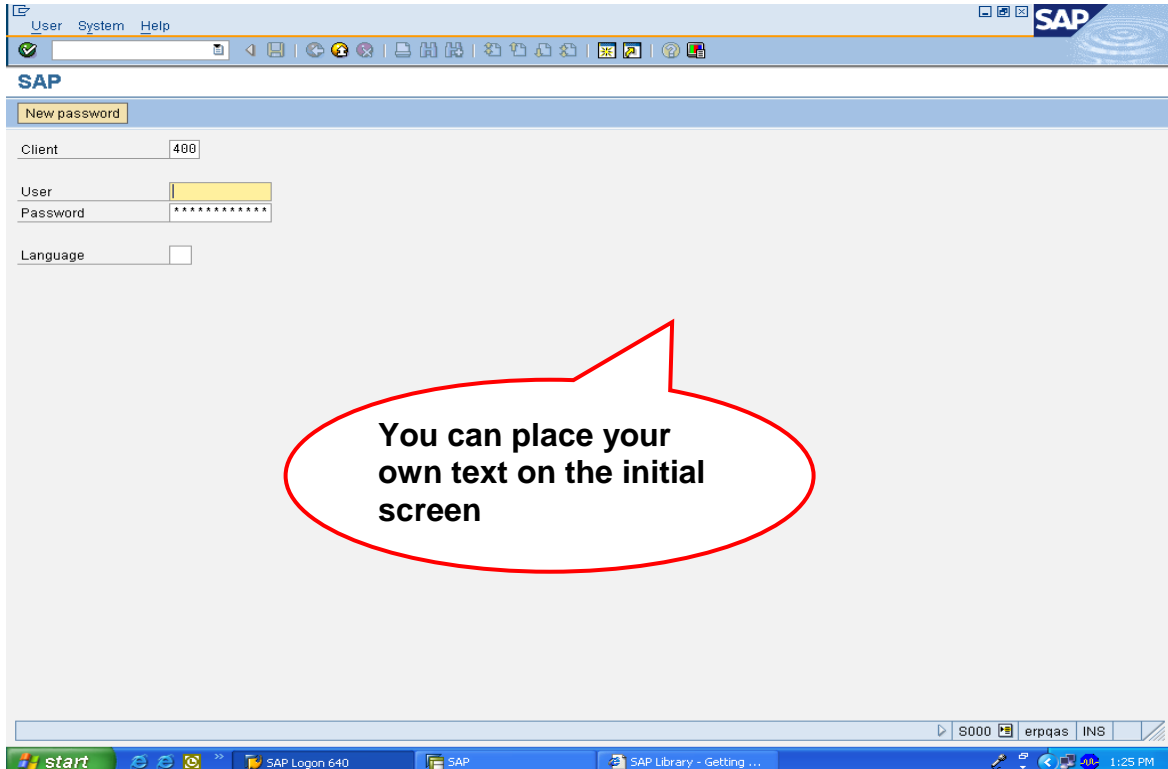
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## 1. Getting Started

- Sap R/3 systems are client systems. The client enables you to run several business operations at the same time in one SAP R/3 system.
- Client is, in organizational terms, an independent unit in the system. Clients have their own data environment and therefore their own user master and transaction data, assigned user master records and chart of accounts and specific customizing parameters.
- So that you log on to SAP R/3 system, you must have a master record created for you for corresponding client. For reasons of access protection, you must enter a password when you log onto the sap system. The system does not display the password you enter.
- SAP R/3 system is available in several languages. Use the language input field to select the logon language for each session.





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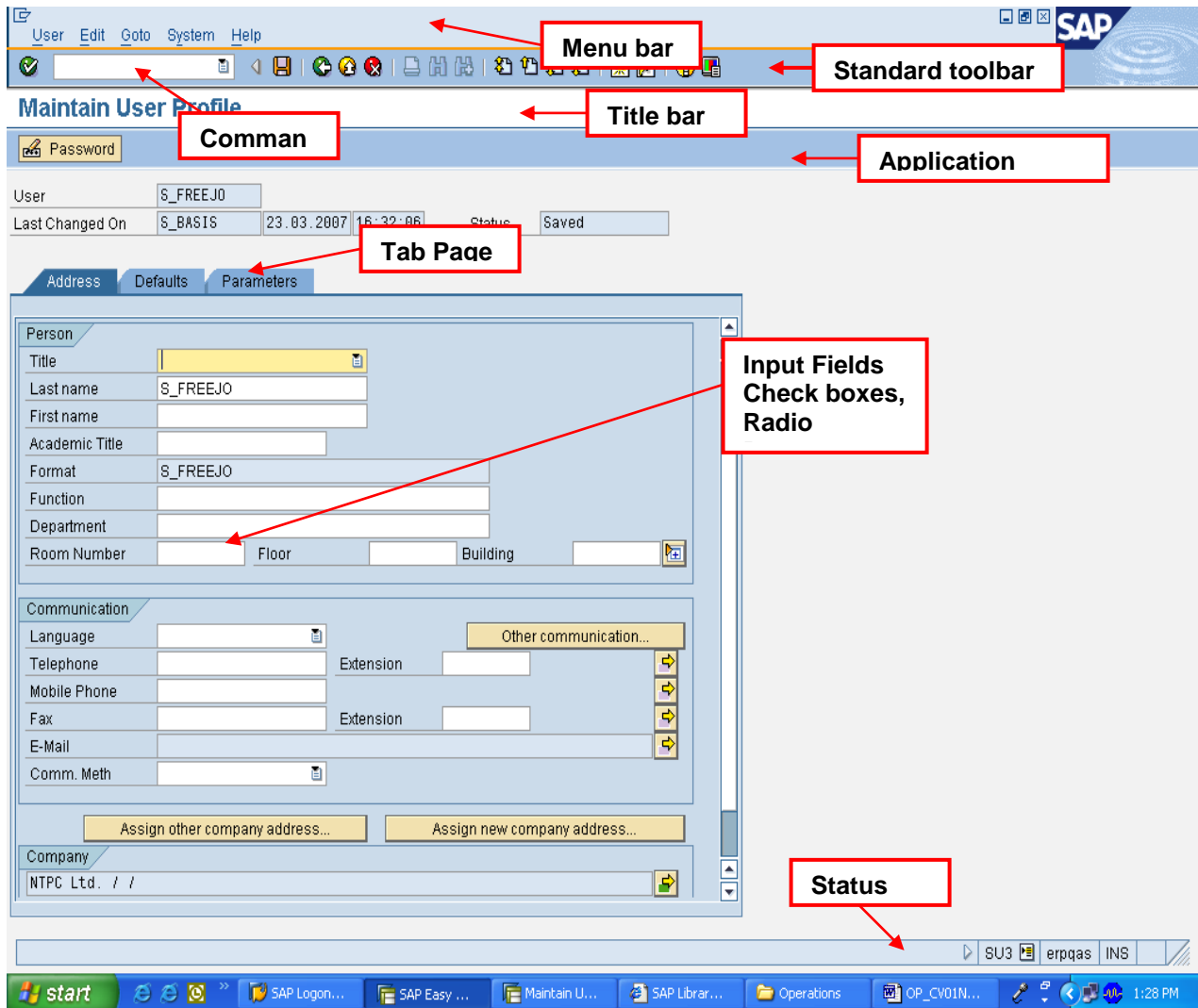
## 1.1 Elements of the screen layout

- **Command Field:** Use command field (hidden as default) to go to applications directly by entering the transaction code.
- **Standard Tool Bar:** the push buttons in the standard tool bar are found on every screen in an SAP R/3 system. Any push buttons that cannot be used in a particular application are grayed out. If you place your cursor on a push button for a while the system displays a quick info text that explains the push button function.
- **The Application Tool bar:** shows which functions are available in the current application.
- **A Tab page:** provides a clearer overview of several information screens
- **Status bar:** the status bar displays information on the current system status, for example. Warning or error messages
- **Menu bar:** the menus shown here depend on which application you are working in.
- **Title bar:** the title bar displays the functions that are available for the user.
- **Checkboxes:** checkboxes enable you to select several options simultaneously within a group.
- **Radio Buttons:** allow you to choose exactly one item from a selection.

The below shown screen gives you a detail explanation.



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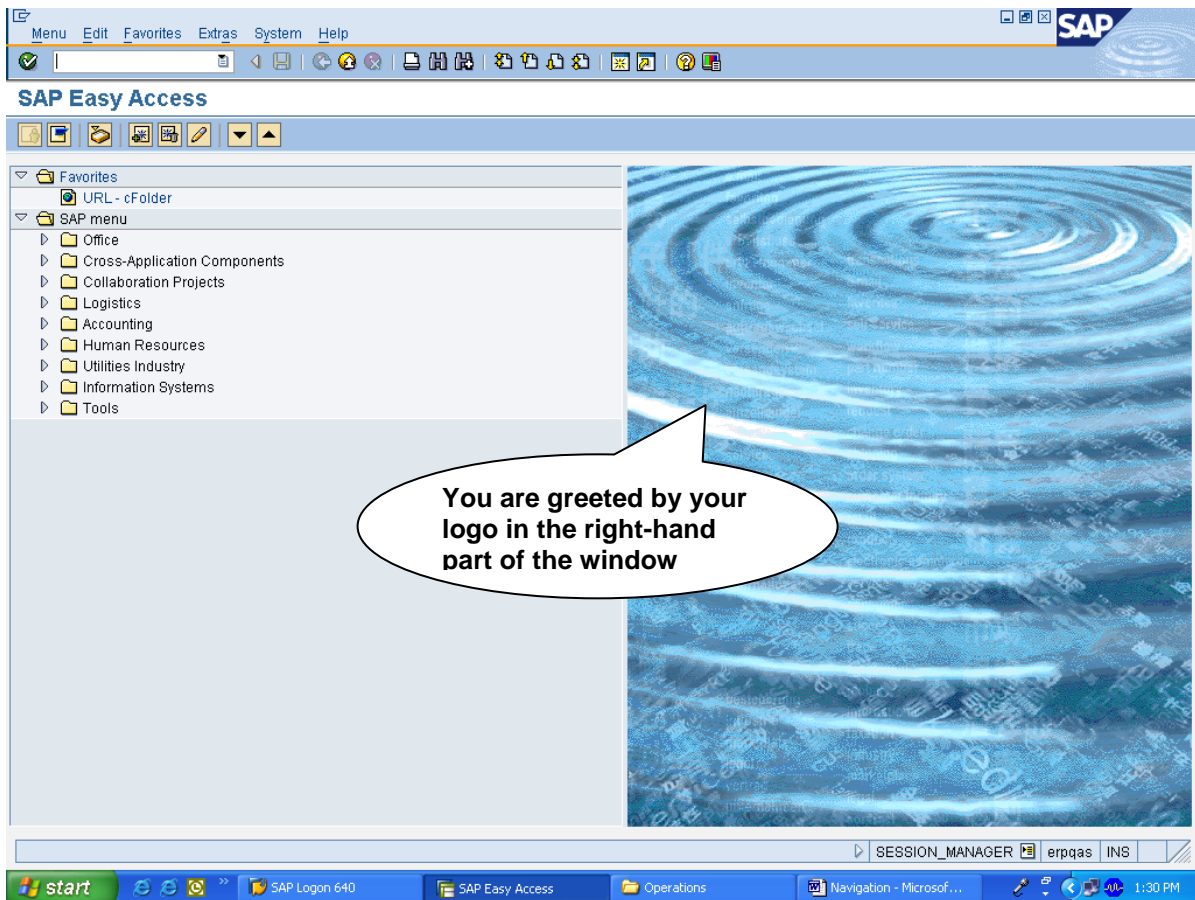
The screenshot shows the SAP 'Maintain User Profile' interface. Red boxes and arrows highlight various UI components:

- Menu bar:** Located at the top, containing 'User', 'Edit', 'Goto', 'System', and 'Help'.
- Standard toolbar:** A row of icons for file operations (Save, Print, etc.) below the menu bar.
- Title bar:** The text 'Maintain User Profile' above the main data area.
- Application:** A button labeled 'Password' on the left side of the main area.
- Tab Page:** A set of tabs labeled 'Address', 'Defaults', and 'Parameters'.
- Input Fields, Check boxes, Radio:** A group of text input fields for 'Person' data (Title, Last name, First name, Academic Title, Format, Function, Department, Room Number, Floor, Building) and 'Communication' data (Language, Telephone, Mobile Phone, Fax, E-Mail, Comm. Meth).
- Status:** A box at the bottom right showing 'SU3', 'erpqas', and 'INS'.



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## 1.2 SAP Easy Access

- Sap easy access is the standard entry screen displayed after the login. You navigate through the system using the tree structure.

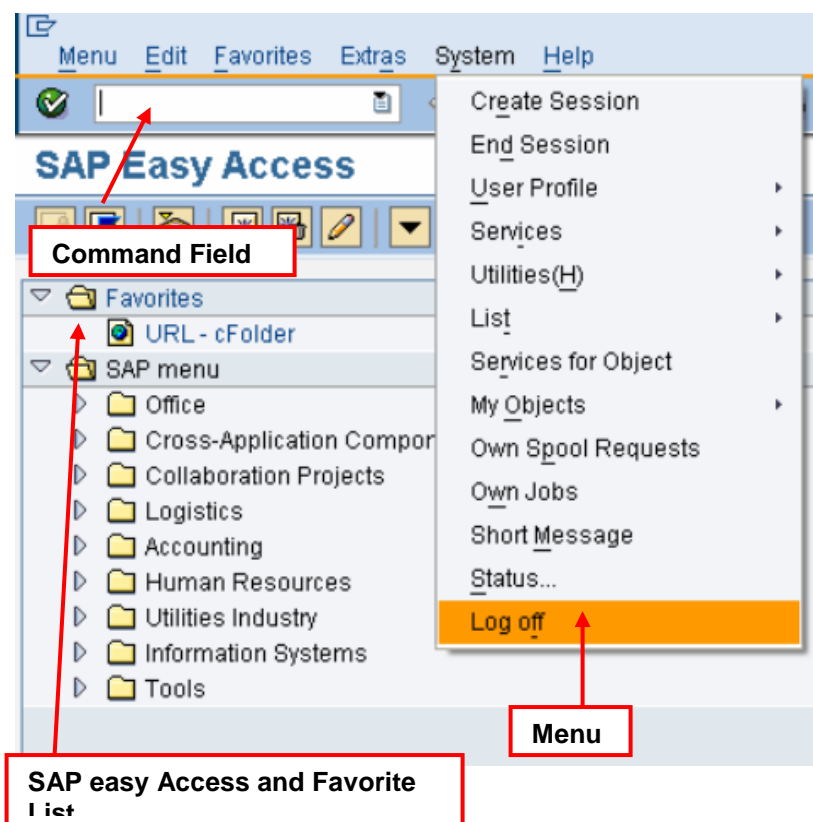


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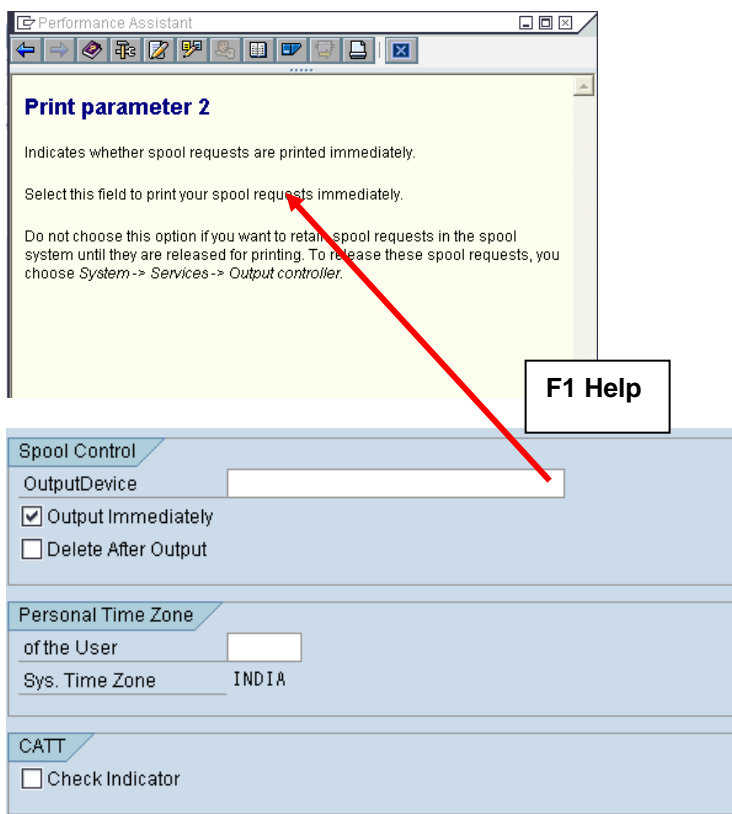
### 1.3 Selecting Functions

- You can call functions in the system as follows
  - Menu Option
  - Favourites
  - Entry in the SAP easy Access menu
- “/n” ends the current session
- “/i” deletes the current session
- “/oCV01N” opens a new session and branches out to the transaction specified (CV01N)
- By entering “ **search\_sap\_menu**” in the command field, you can display menu paths for the desired SAP transaction.



### 1.4 Field help : F1 and F4

- Use F1 to display an explanation of fields, menus, functions and messages.
- F1 Help also provides technical information on the relevant field.



**Print parameter 2**

Indicates whether spool requests are printed immediately.

Select this field to print your spool requests immediately.

Do not choose this option if you want to retain spool requests in the spool system until they are released for printing. To release these spool requests, you choose *System -> Services -> Output controller*.

**Spool Control**

OutputDevice

☒ Output Immediately

☐ Delete After Output

**Personal Time Zone**

of the User



Sys. Time Zone INDIA

**CATT**

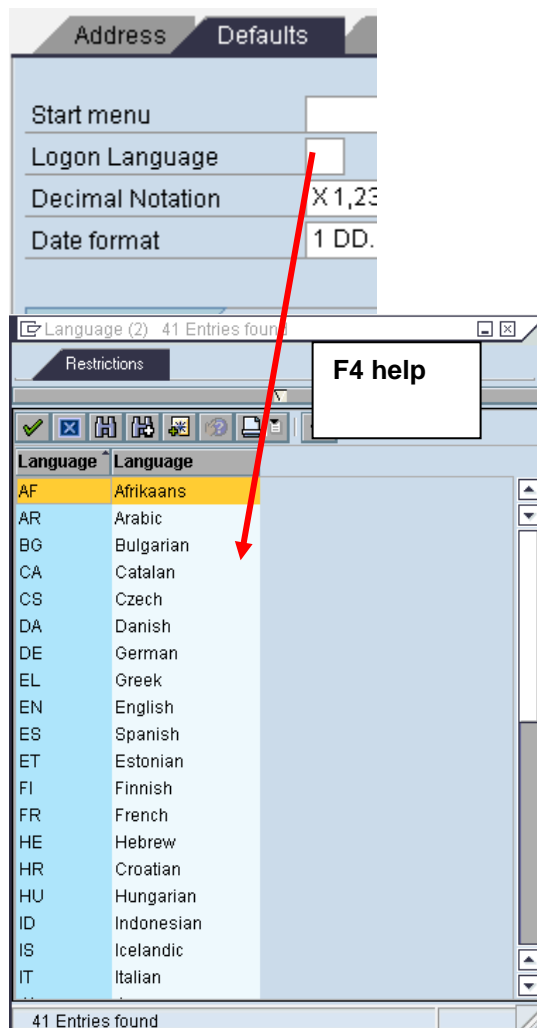
☐ Check Indicator



**F1 Help**



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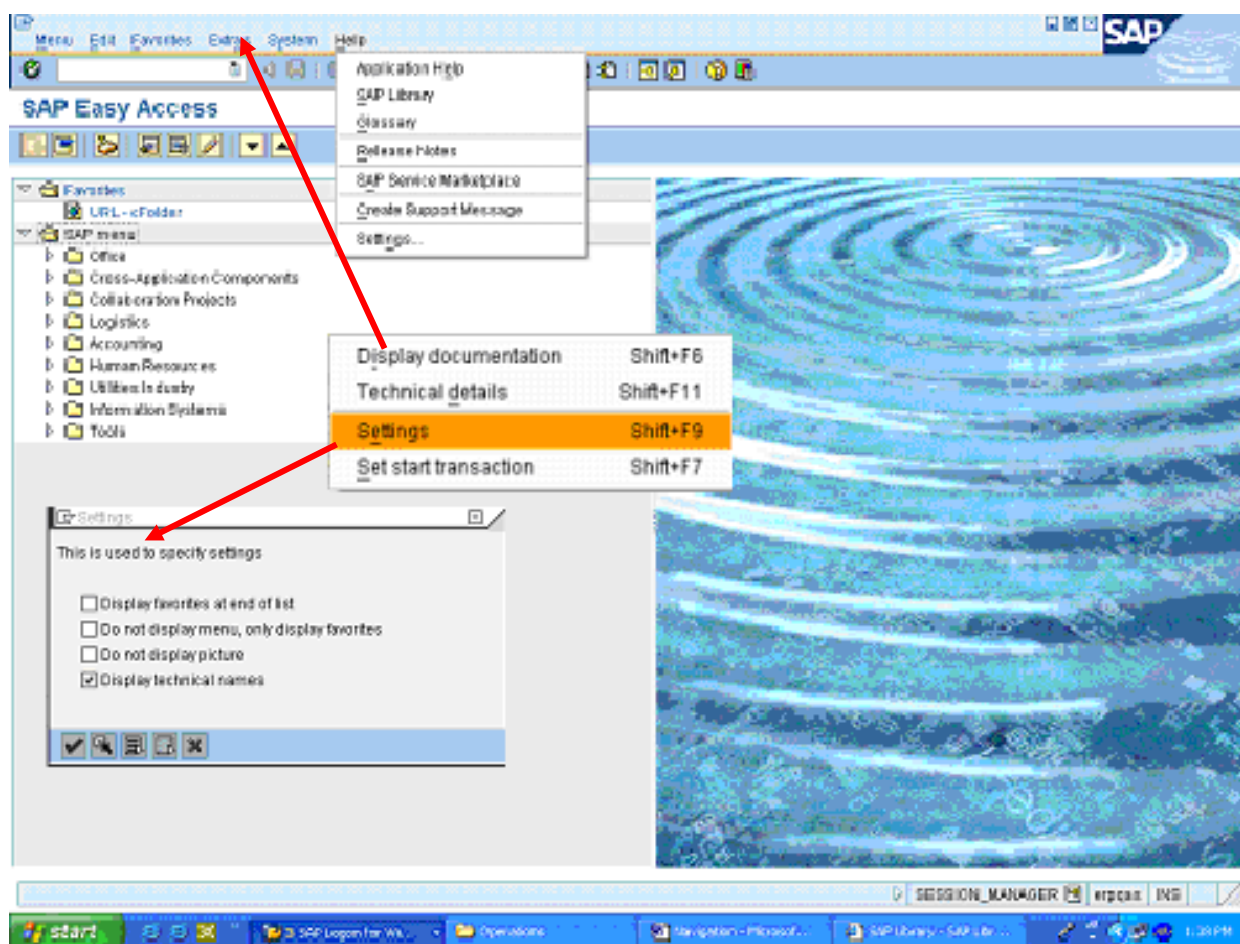
- Use F4 to display possible inputs . you can also access F4 help for a selected field using the button immediately to the right of that field.





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## 1.5 User – Specific Personalization

















- The end user has many possibilities for personalizing the system. For example as shown in the screen below.





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## 1.6 SAP – Symbols or icons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Enter Key	Enter/Continue		Ctrl + Page Up	First page
	Ctrl + S	Save to database		Page Up	Previous page
	F3	Back		Page Down	Next page
	Shift + F3	Exit System Task		Ctrl + Page Down	Last page
	F12	Cancel		None	Create New session
	Ctrl + P	Print		None	Create shortcut on Desktop
	Ctrl + F	Find		F1	F1 Help
	Ctrl + G	Find next		Alt + F12	Customize Local Layout

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## 2. TIME MANAGEMENT

The Time Management component offers the user to support in performing all human resources processes involving the time recording, leave management system and valuation of employees' work performed and absence times.



### Time related Infotypes

- 0007 – Planned Working Time
- 0041 - Date Specifications
- 0050 – Time Recording Info
- 0080 – Maternity Protection
- 2001 – Absences
- 2006 – Absences Quota
- 2002 – Attendances
- 2003 – Substitutions
- 2005 - Overtime
- 2011 – Time Events

Important transaction codes used in time		
Transaction Code	Text	Infotype Number
PA61	Maintain Time data	0000, 0001, 0007, 2001, 2002, 2003, 2006, 2013,
PT63	Personal Work schedule	0007
PA51	Display time data	0000, 0001, 2001, 2002, 2003, 2006, 0007
PT_QTA00	Generate Absence Quota	For Generating RH, CL , transit leave and compensatory off etc.
PT_QTA10	Display Absence Quota Information	2001,2006
PT50	Quota Overview	To view quota availed and remaining
PT01	Create Work Schedule	
PT03	Display Work Schedule	
PT60	Time evaluation	For generating the EL and ML quota

### Infotype – 0007 : Planned Working Time

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Infotype 0007 is used to define when and where an employee works within your enterprise on a daily basis. By assigning a work schedule rule in the Planned working time infotype (0007), you ensure that the system can determine the employee's personal planned working time. In order that an employee's time data is to be processed by Time Evaluation, the relevant processing type in the Time Management status field must be specified.

### 3. Work Schedule Rule:

The work schedule rule determines which period work schedule is used to set up the work schedule and the day of the period as of which it applies. Work Schedule Rule changes from personnel area to personnel area. Working schedule belonging to the particular employee can be seen here. To view the work schedule of a particular employee, go to PA61 and choose Infotype 0007 Planned Working Time record and choose display icon. The system takes you to Display Work Schedule screen as shown below:

**Access transaction by:**



<b>Sap Easy Access Menu</b>	Human Resources → Time Management → Administration → Time Data → Maintain
<b>Via Transaction Code</b>	PA61 / PA30

- Enter the Employee Code for whom Planned Working Time has to be created
- Enter Infotype 0007
- Click on Over view / Change icon 
- For all Employees the Time management status should be -9
- **Time Management Status:** The Time Management status indicator is assigned to employees who take part in time evaluation. The following Time Management status is relevant:

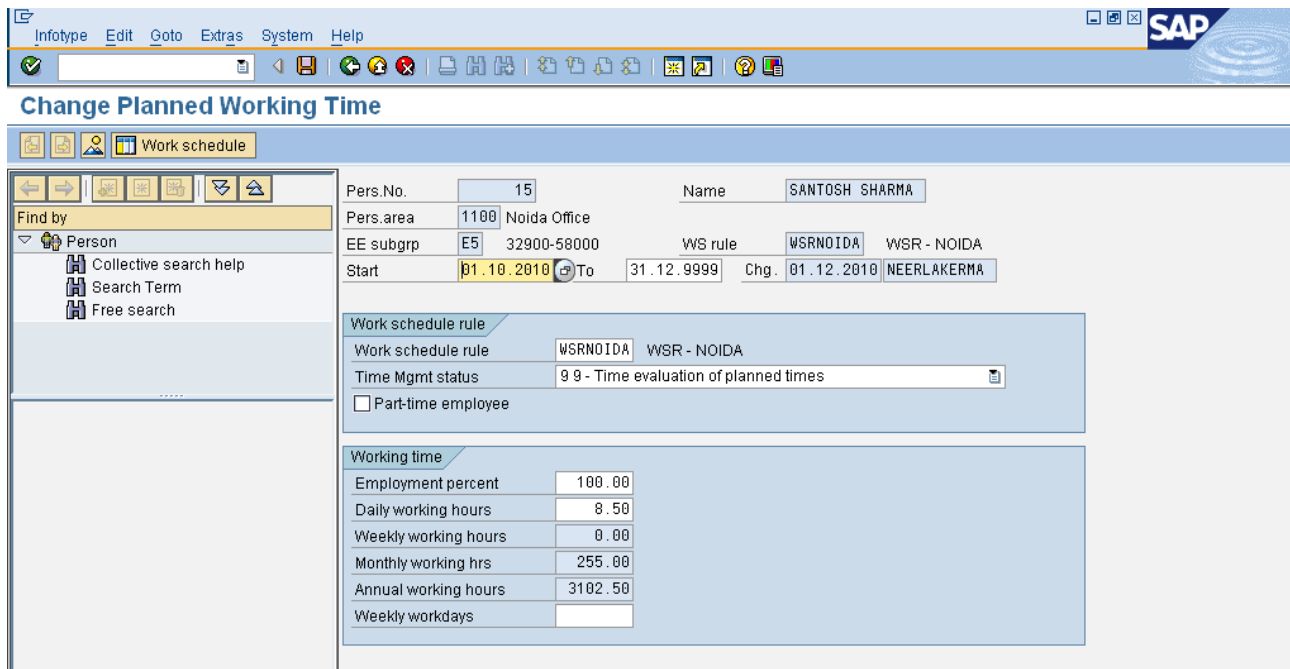
**9 – Time evaluation without clock entries.**

Field Name	Description	R/O/C	User Action and Values
Start Date	The date the Work schedule begins for the employee	R	
Work Schedule rule	The shift of the employee	R	Choose from the F4 options
Time Management Status	The Status is selected as 9	O	Choose TM status 9

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**Note:** On above table in column “R/O/C”; “R” = Required, “O” = Optional, “C”= Conditional



The screenshot shows the SAP Infotype 2002 - Change Planned Working Time. The interface includes a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar. The main area is titled "Change Planned Working Time" and contains a "Work schedule" icon. The left sidebar shows search options: Person, Collective search help, Search Term, and Free search. The main content area displays the following data:

Pers.No.	15	Name	SANTOSH SHARMA
Pers.area	1100 Noida Office		
EE subgrp	E5 32900-58000	WS rule	WSRNOIDA WSR - NOIDA
Start	01.10.2010	To	31.12.9999
Chg.	01.12.2010	NEERLAKERMA	

Below the data, there are sections for "Work schedule rule" and "Working time".

**Work schedule rule**


Work schedule rule	WSRNOIDA WSR - NOIDA
Time Mgmt status	99 - Time evaluation of planned times
<input type="checkbox"/> Part-time employee	



**Working time**

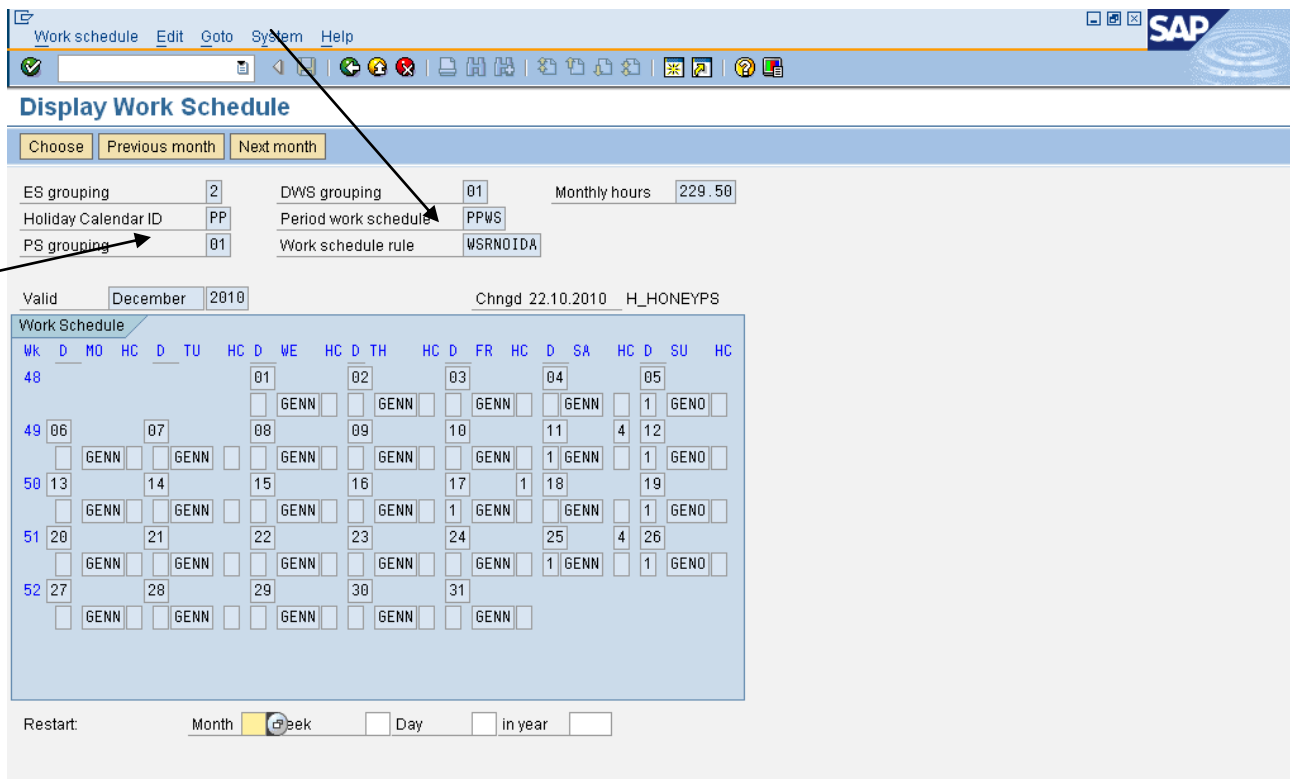
Employment percent	100.00
Daily working hours	8.50
Weekly working hours	0.00
Monthly working hrs	255.00
Annual working hours	3102.50
Weekly workdays	

This Infotype is used for Maintaining Employees Planned working Schedule / Time

The Working time gives the employment percentage, which comes by default from customizing tables.

If the work Schedule icon  Work schedule in the above screen shot is chosen then the employee's daily shifts can be seen month wise for present month, previous month and next month. The screen shot is given below.

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The screenshot shows the SAP 'Display Work Schedule' interface. At the top, there's a menu bar with 'Work schedule', 'Edit', 'Goto', 'System', and 'Help'. Below the menu, there are buttons for 'Choose', 'Previous month', and 'Next month'. The main area contains several input fields: 'ES grouping' (2), 'Holiday Calendar ID' (PP), 'PS grouping' (01), 'DWS grouping' (01), 'Period work schedule' (PPWS), 'Work schedule rule' (WSRNOIDA), and 'Monthly hours' (229.50). Below these fields, there's a calendar view for December 2010. The calendar shows days with various codes like 'GENN' and 'HC'. At the bottom, there's a 'Restart' section with options for 'Month', 'Week', 'Day', and 'in year'.

If clicked on a any of the above shown day (boxes) the following screens appears giving details of the day type, planned working time, start time, end time, day type and holiday class.



### Day Type:

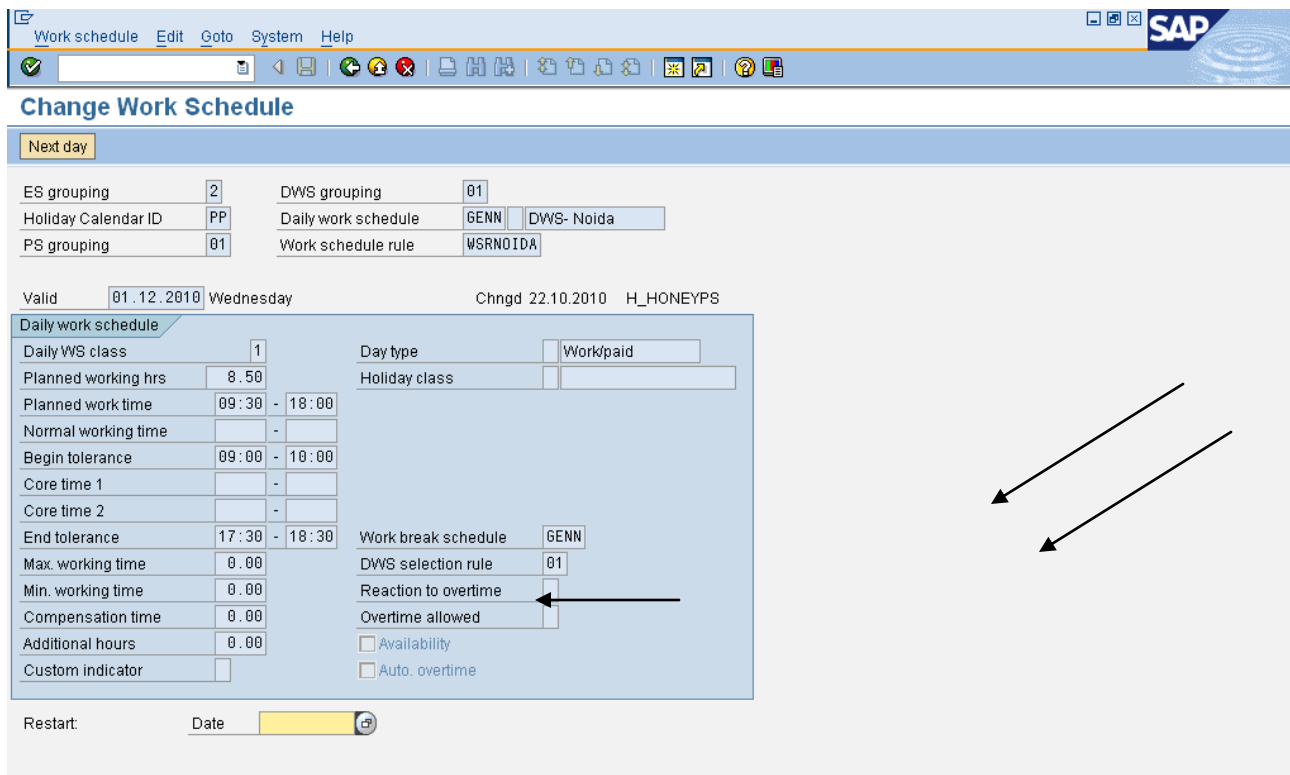
The day type “D” defines the payment relevancy of a certain calendar day, and also the planned attendance regardless of the daily work schedule. As a general rule, all days with a day type other than 0 or BLANK are normal working days. Day types with “1” are paid/off .i.e. holiday.

### Public holiday class:

The public holiday class “HC” is used to classify groups of public holidays. Days with the public holiday class ‘1’are paid public holidays. Holiday Class “3” are RH – restricted public holidays. Ex: In the above figure January 23 – HC -3 is RH as it is Basant Panchmi; January - 26<sup>th</sup> is HC -1 as it is a Gazetted public holiday

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The screenshot shows the SAP 'Change Work Schedule' (TMS01) interface. The 'Next day' tab is selected. Fields include ES grouping (2), DWS grouping (01), Holiday Calendar ID (PP), Daily work schedule (GENN), PS grouping (01), and Work schedule rule (WSRNOIDA). The 'Valid' date is 01.12.2010 (Wednesday). The 'Daily work schedule' section shows a planned working time of 8.50 hours from 09:30 to 18:00. The 'Day type' is 'Work/paid'. The 'Reaction to overtime' is set to 'Overtime allowed'. Two arrows on the right point to the 'Reaction to overtime' field and the 'Overtime allowed' checkbox.

### Infotype 0041 – Date Specifications

This infotype is used to determine important date types. The date type 1T - **Date of joining** is triggered by the system by a dynamic action as default when the hiring action is run in transaction PA40. This date is useful in calculating and prorating of leave quotas. It is a one time entry and has to be maintained for all the employees.



**Access transaction by:**

<b>Sap Easy Access Menu</b>	Human Resources → Time Management → Administration → Time Data → Maintain
<b>Via Transaction Code</b>	PA61

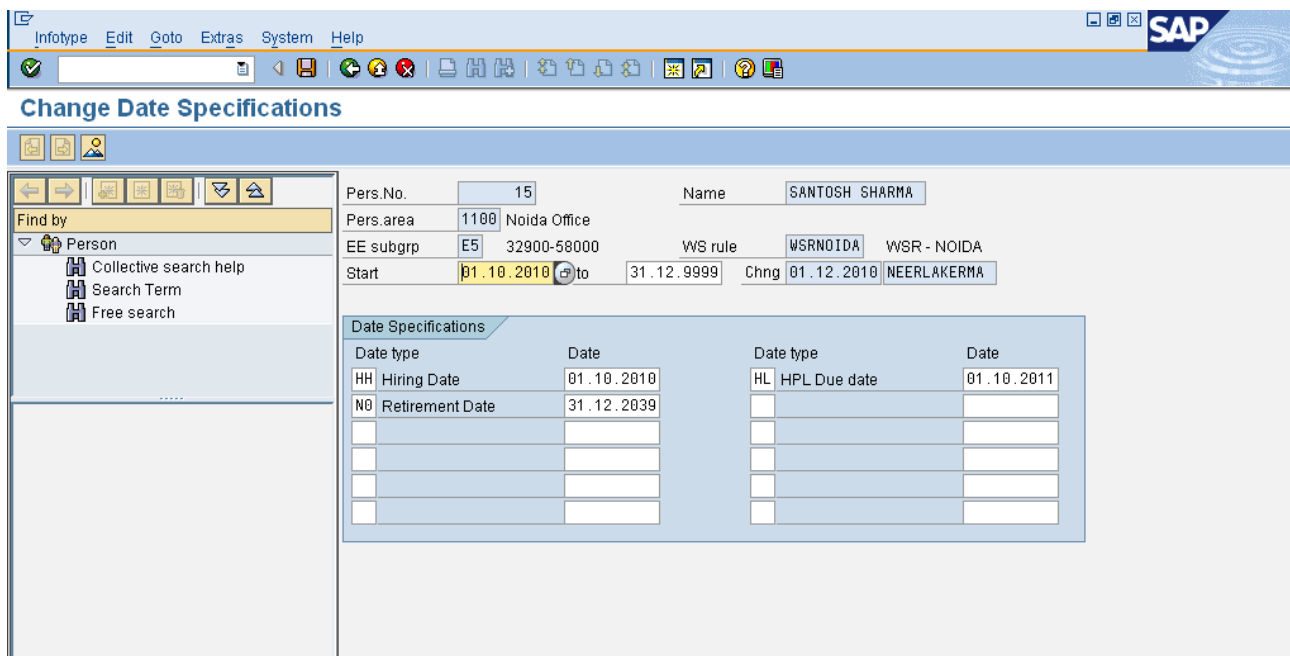
- Enter the Employee Code for whom Date Specifications has to be created
- Enter Infotype 0041
- Enter the employee's date of Joining

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- Press enter and save  icon.



The screenshot shows the SAP 'Change Date Specifications' (CHNG) transaction. The top bar includes the SAP logo and standard menu options. The main area displays data for employee SANTOSH SHARMA (Pers.No. 15). Key fields include Pers.area (1100 Noida Office), EE subgrp (E5), and Start date (01.10.2010). The 'Date Specifications' table shows HH (Hiring Date) as 01.10.2010 and N0 (Retirement Date) as 31.12.2039. The right side of the table shows HL (HPL Due date) as 01.10.2011. A left-hand pane shows search options like 'Collective search help' and 'Free search'.

Field Name	Description	R/O/C	User Action and Values
Start Date	The Date of joining of the employee	R	
Date Type	The date type created for PDIL i.e.1T	R	Choose from the F4 options



**Note:** On above table in column "R/O/C"; "R" = Required, "O" = Optional, "C"= Conditional

## 4. Infotype 0050 - Time Recording Info

This infotype is used for recording the employee's punch ID number. The field Time recording ID number contains the ID number for time recording. The number in the Time recording ID no. can be same as Personnel No. (PERNR), but it has to be a unique number for each employee. In the interface data tab, ensure that the following data is given. Also make a note of the start date and the end date.


In this infotype, enter master data for employees who record their clock-in/out times at a time recording terminal and control data for time evaluation. This infotype is maintained for all employees who take part in time recording i.e. employees based at different locations where-in Time Machines have been installed.

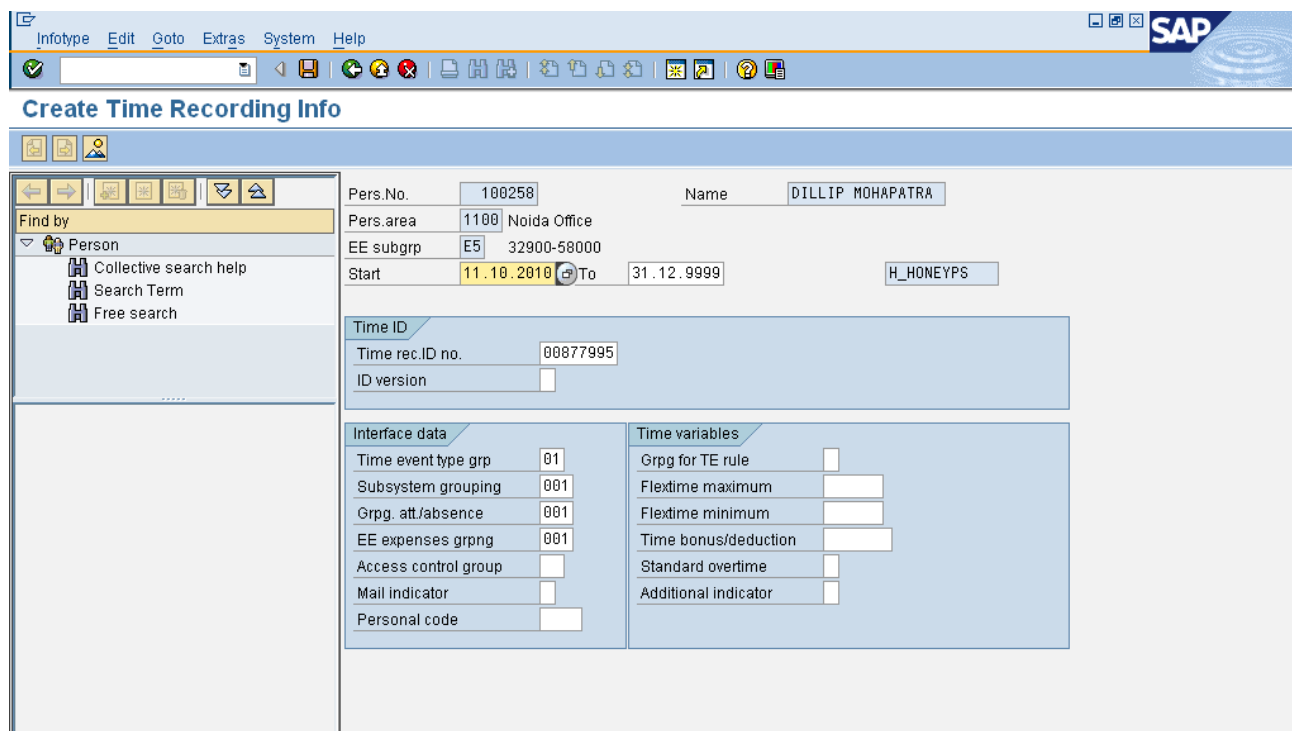
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<b>Created on:</b>	03.12.2010									

Access transaction by:

<b>Sap Easy Access Menu</b>	Human Resources → Time Management → Administration → Time Data → Maintain
<b>Via Transaction Code</b>	PA61

- Enter the Employee Code for whom Time Recording Info has to be created
- Enter Infotype 0050
- Enter the employee's Punch Card Number/ID
- Enter Time Event grouping as 01 – Standard entry
- Enter Subsystem Grouping as 001 – Standard entry
- Enter Grouping Atten /Absence as 001 –Standard entry
- Employee expenses grouping as 001 - Standard entry
- Press enter and save  icon



**Create Time Recording Info**

Pers.No. 100258 Name DILLIP MOHAPATRA

Pers.area 1100 Noida Office

EE subgrp E5 32900-58000

Start 11.10.2010 To 31.12.9999 H\_HONEYPS

**Time ID**

Time rec.ID no. 00877995

ID version

**Interface data**

Time event type grp 01

Subsystem grouping 001

Grpg. att/absence 001

EE expenses grpng 001

Access control group

Mail indicator

Personal code

**Time variables**

Grpg for TE rule

Flextime maximum



Flextime minimum

Time bonus/deduction

Standard overtime

Additional indicator

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Field Name	Description	R/O/C	User Action and Values
Start Date	The Date of joining of the employee	R	
Time Rec.ID	The Punch card ID of the employee	R	Has to be unique number as the employee code.
Time event type grp	Is a standard entry as "01"	R	Choose from F4 help
Subsystem grouping	Is a standard entry as "001"	R	Choose from F4 help
Grpg.attn/Absence	Is a standard entry as "001"	R	Choose from F4 help
EE expenses grpng	Is a standard entry as "001"	R	Choose from F4 help



**Note:** On above table in column "R/O/C"; "R" = Required, "O" = Optional, "C"= Conditional

## 5. Infotype 0080 – Maternity protection



This Infotype is to be only maintained when a female employee has applied for Maternity leave. It stores the date the employee goes on leave, her expected date of delivery which are mandatory fields. The entry is made through transaction PA61, Special Absences tab

**Access transaction by:**

<b>Sap Easy Access Menu</b>	Human Resources → Time Management → Administration → Time Data → Maintain
<b>Via Transaction Code</b>	PA61

- Enter the Employee Code for whom Maternity Leave has to be created
- Please note this infotype is applicable for female employees only
- Enter Infotype 0080
- In Period field enter to and from dates the maternity leave has been applied for by the employee.
- Choose Create  icon
- Enter the Expected date of delivery, which is a mandatory field
- Press enter and save  icon.

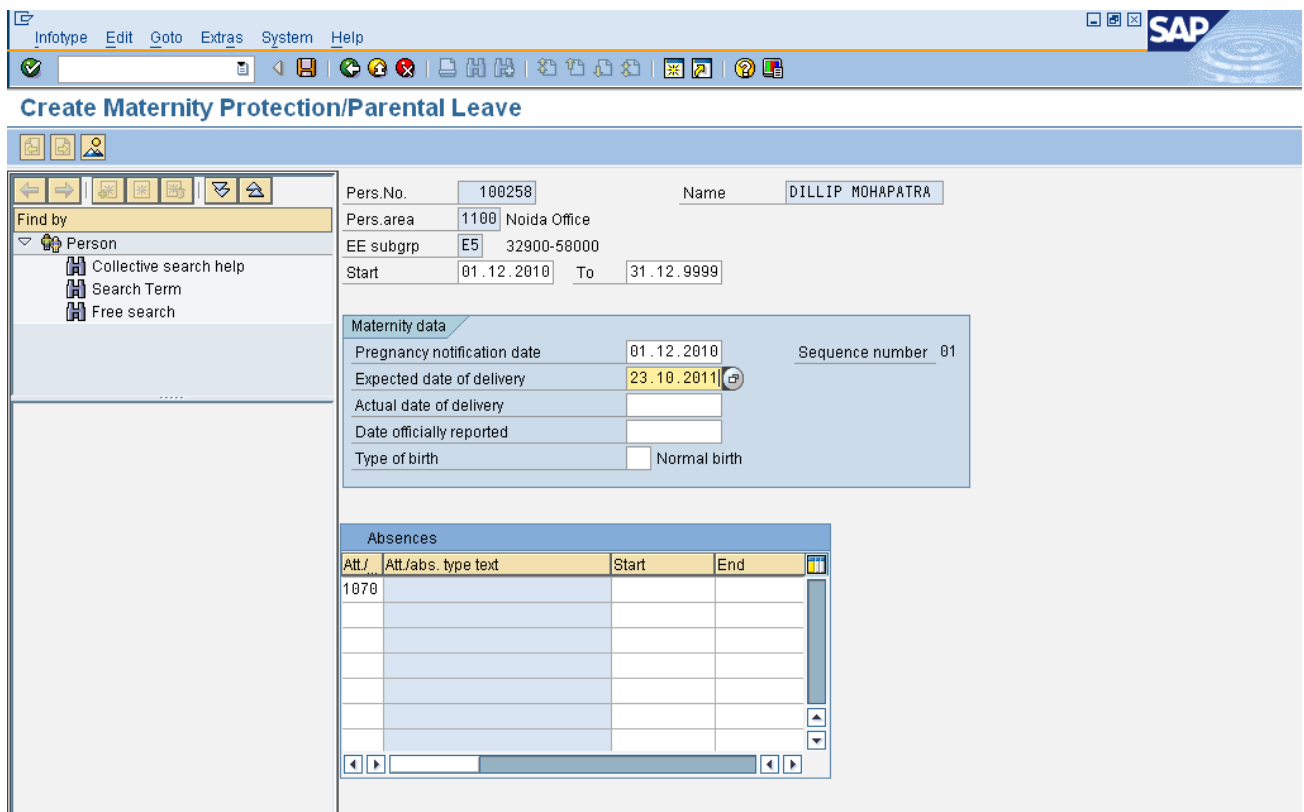
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	Created on:	03.12.2010	

The following fields are optional fields and can be filled after the employee joins back.



- Actual date of entry
- Date officially reported
- Type of Birth

01	1070	Maternity
01	1071	Miscarriage



Field Name	Description	R/O/C	User Action and Values
Start Date	The Date Maternity Leave starts	R	
End date	The date the maternity leave is upto or ends	R	
Expected date of delivery	The due date as given by the doctor	R	Check the documentation provided by the employee

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Created by:	Honeypriya Sharma									
Created on:	03.12.2010									

Att / absence	Att/absence text	R	Enter the wage type
---------------	------------------	---	---------------------

**Note:** On above table in column "R/O/C"; "R" = Required, "O" = Optional, "C"= Conditional

## 6. QUOTA GENERATION

This Program is used to generate Leave balances/Quota such as Restricted Holiday, Casual Leave, Earned Leave, Earned Leave Encashable, Half Pay Leave and Sick Leave (for trainees). Infotypes to be maintained before quota generation:

- 0007 - Planned Working Time : Work Schedule and TM Status -7
- 0041 - Date Specification : Date of Joining



**Access transaction by:**

<b>Sap Easy Access Menu</b>	
<b>Via Transaction Code</b>	PT_QTA00

### Generating Quota



- Enter the Transaction code PT\_QTA00
- Choose radio button other period and enter the date in Other Period
- For generating the quota for a employee sub group, a personnel sub area, personnel area etc choose the further selection tab for selection options and choose the required option.

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Choose Selection Fields

Selection options	
Selection options	
Employment status	▲
Company code	▼
Personnel area	
Personnel subarea	
Employee group	
Employee subgroup	
Organization key	
Business area	
Legal person	
Payroll area	
Controlling area	
Cost center	▲
Organizational unit	▼

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### Generate Absence Quotas



**Period**

☐ Today
☐ Current month
☐ Current year

☐ Up to today
☐ From today

☒ Other period

Data Selection Period

01.01.2011

To

31.12.2011

Person selection period

01.01.2011

To

31.12.2011

**Selection**

Personnel Number

15

Time recording administrator

**Quotas to be generated**

Quota type

10

to

**Generation type**

**Output options**



☐ Display all quota records
☒ Display only new quota records

- Enter the Employee code in Personnel Number. For Multiple employees use multiple option screens.

- Enter the quota type number i.e. the quota to be generated example CL/RH. Multiple quota types can be chosen from multiple selections.



- Click on Test Run icon  in Generation Type

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- 
- Click on Display only New Quota record in Output option



☒ Display only new quota records

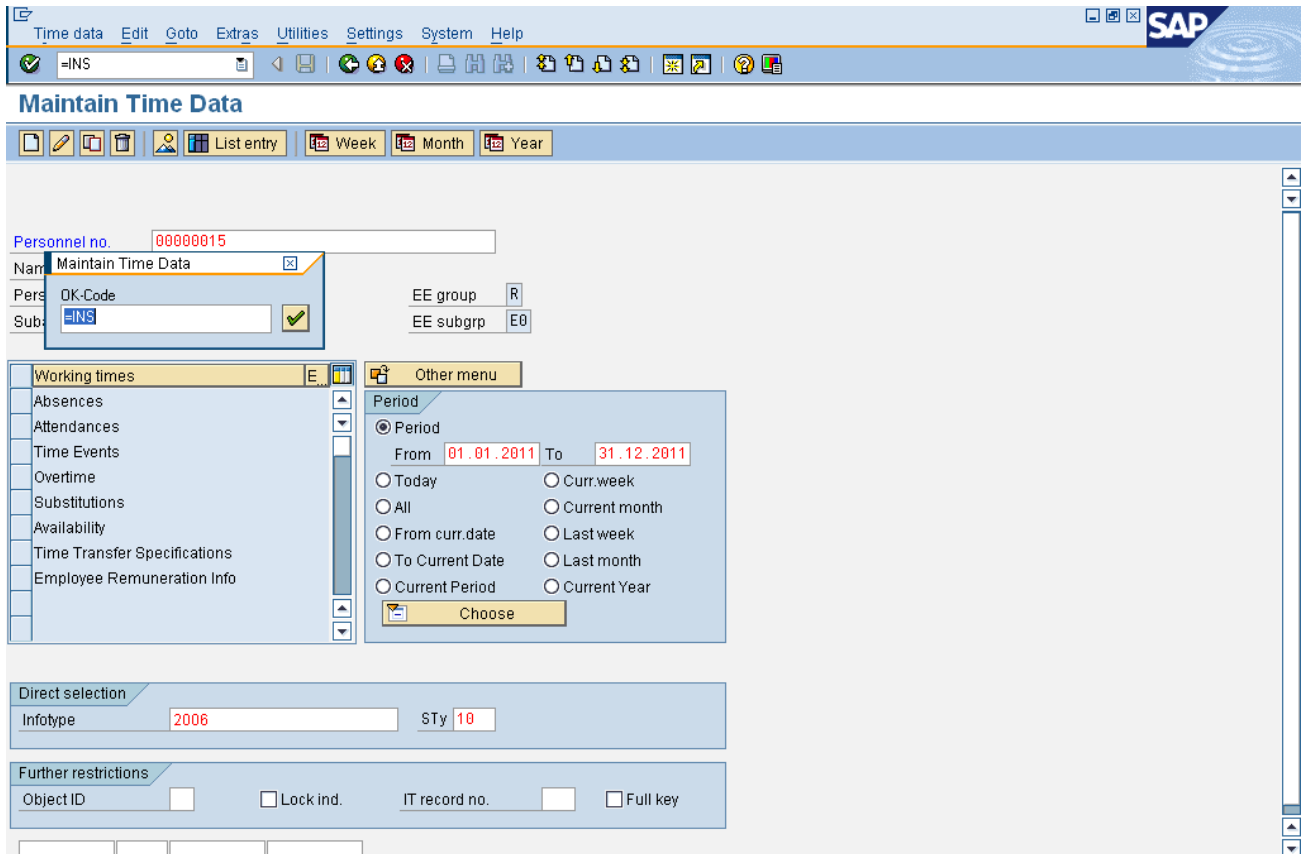
- Execute the program. 
- Please check the output
- Go back to the Main screen of Generate Absence Quota.
- After which click on direct icon  Direct in Generation Type tab
- Execute the program

Field Name	Description	R/O/C	User Action and Values
Other Period To date	The Date from which the quota is being generated	R	
End date	The date upto which the quota is being generated	R	
Pernr	Employee code for whom the quota is being generated	R	For CL & RH Calendar year For EL,ELEC & HPL -1 <sup>st</sup> April to 30 <sup>th</sup> Sept & 1 <sup>st</sup> Oct to 31 <sup>st</sup> March
Quota Type	Quota type number which is being generated	R	39 – EL Non-encashable; 40 –ELEC (EL Encashable) 46 – HPL; 42- CL & 58- RH
Test Run	Tab when generation in simulation mode	O	To check results
Direct	When actual generation is done	R	To generate quota

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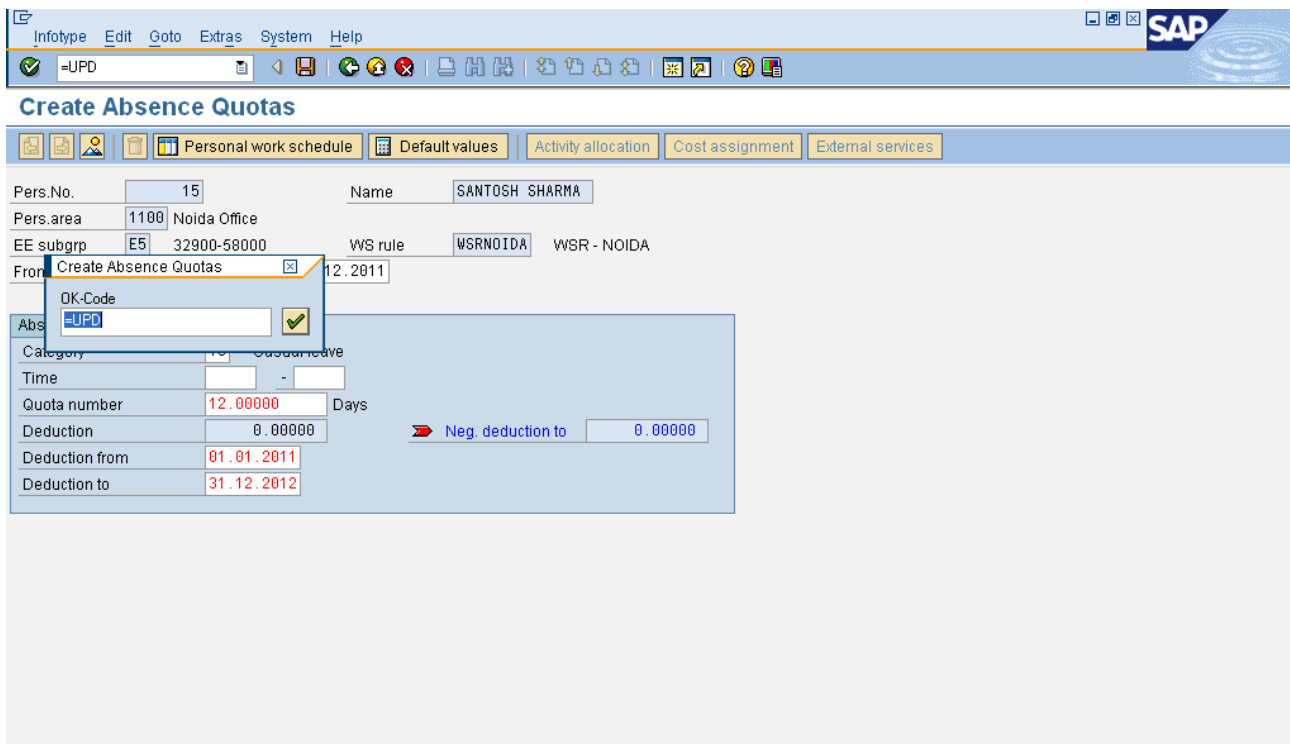
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The screenshot shows the SAP 'Maintain Time Data' (PT01) transaction. The top menu bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The toolbar contains various icons for saving, deleting, and other functions. The main area is titled 'Maintain Time Data' and includes a 'List entry' button and view options for 'Week', 'Month', and 'Year'. The 'Personnel no.' field is set to '00000015'. The 'Name' field is 'Maintain Time Data'. The 'Pers' field is 'OK-Code' and the 'Sub' field is 'INS'. The 'EE group' is 'R' and the 'EE subgrp' is 'E0'. The 'Working times' tab is selected, showing a list of time-related functions: 'Absences', 'Attendances', 'Time Events', 'Overtime', 'Substitutions', 'Availability', 'Time Transfer Specifications', and 'Employee Remuneration Info'. The 'Period' section shows a date range from '01.01.2011' to '31.12.2011'. The 'Direct selection' section shows 'Infotype' as '2006' and 'STy' as '10'. The 'Further restrictions' section includes checkboxes for 'Object ID', 'Lock ind.', 'IT record no.', and 'Full key'.

Keep pressing enter as the quota is generated and the final output shows the number of quota generated for all the types of leaves selected in the quota type.

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PT\_QTA00 program is used for generating the following leaves quota created for PDIL



- CL – 10 , RH – 40 ,Transit leave-50 , Compesatory off – 60 , Transit leave B – 70.
- 

#### Casual leaves and Restricted Holiday:

- Casual Leave :CL - Quota type number 10
- Restricted Holiday :RH - Quota type number 40
- This Program is to be run on 01 January to December 31st every year in case of CL & RH as these leaves get lapsed if not used.
- For new joiners this program is to be run on their Date of his joining. While running this program on 01 Jan the Evaluation up to date must be maintained as 31.12.XXXX and this quota will on pro data basis.
- Contract and consultant employees leave are also get generated in same transaction code.
- Contract employees – 90 and 88
- Consultant - 80

#### Infotype 2001 - Absences

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Recording of Absences/Leave period according to Leave Policy is done through this infotype. Below mentioned are the leave types created for PDIL as per the leave policy.

1000	Earned Leave
1001	Earned Leave for MT
1010	Half Pay leave
1020	Casual Leave
1030	Commutated leave on Medical
1040	Extraordinary Leave
1050	Special Leave
1060	Special casual leave
1070	Maternity
1071	Miscarriage
1080	Quarantine Leave
1100	Compensatory Off
1120	Transit leave - M
1121	Transit leave - B
1130	Short leave
1140	Absconding leave
1150	Client Leave
1160	Suspension leave
1170	Restricted Holiday
1180	Client leaveDeputation in
1190	Leave (Contract)
1200	Leave (Consultant)
1400	Accident Leave
1500	Leave without Pay
AWI	Absence w/out Intimation

### **Leaves through ESS:**

1000	Earned Leave
1001	Earned Leave for MT
1010	Half Pay leave
1020	Casual Leave
1030	Commutated leave on Medical
1040	Extraordinary Leave
1050	Special Leave
1060	Special casual leave
1070	Maternity
1071	Miscarriage
1080	Quarantine Leave
1100	Compensatory Off
1170	Restricted Holiday
1180	Client leaveDeputation in
1190	Leave (Contract)
1200	Leave (Consultant)



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**Access transaction by:**



<b>Sap Easy Access Menu</b>	Human Resources → Time Management → Administration → Time Data → Maintain
<b>Via Transaction Code</b>	PA61 /PA30

## 7. Process of creating leave






- Enter the employee code
- Select Infotype 2001- Absences
- In the Period Tab page select Period button and enter from & to dates
- Select the subtype – leave type i.e. CL/EL
- Click on Create  icon
- Press enter and then save the record  icon

The following screen appears:

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Created on:	03.12.2010		



### Create Absences

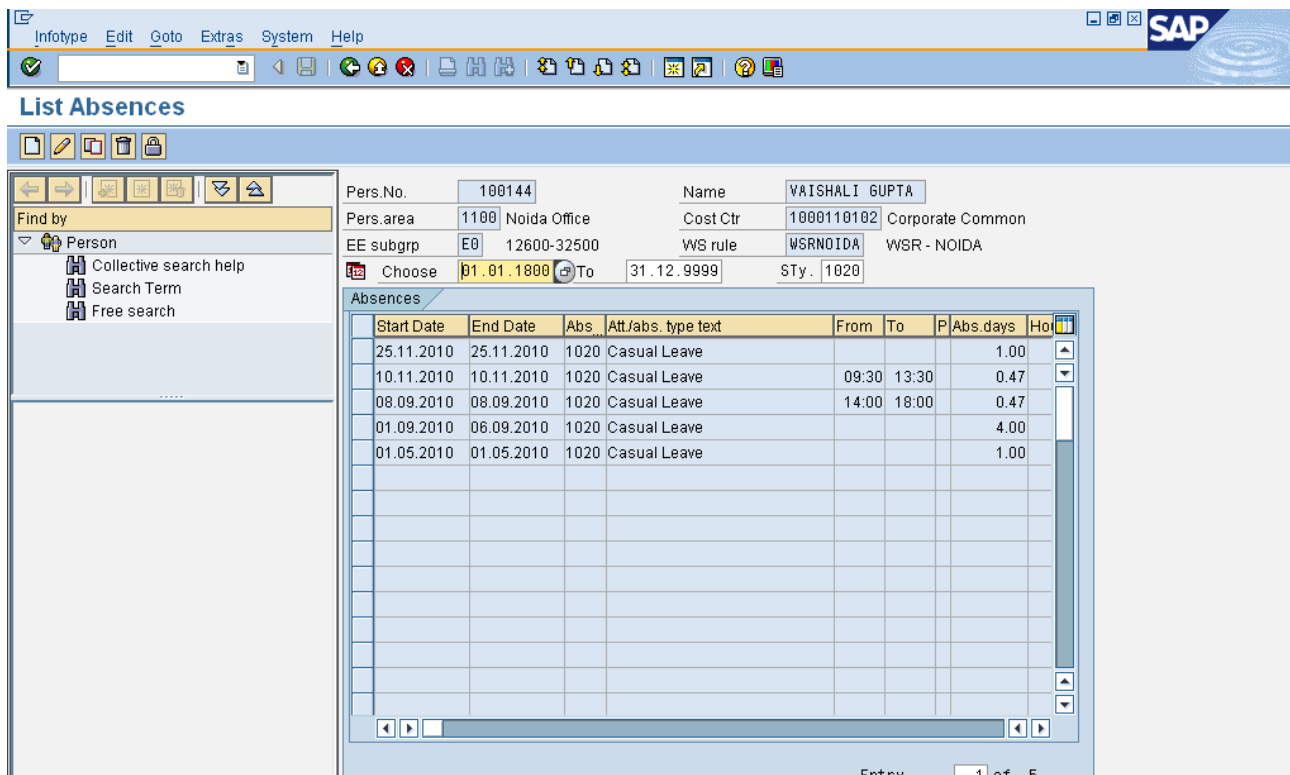
 Personal work schedule  Activity allocation  Cost assignment  External services			
			
Find by > Person > Collective search help > Search Term > Free search		Pers.No. 100275 Name Subimal Chanda Pers.area 1100 Noida Office EE subgrp E0 12600-32500 WSR rule WSRN0IDA WSR - NOIDA Start 01.12.2010 To 01.12.2010	
<b>Absence</b> Absence type 1020 Casual Leave Time - <input type="text"/> <input type="text"/> <input type="checkbox"/> Prev.day Absence hours 8.50 <input checked="" type="checkbox"/> Full-day Absence days 1.00 Calendar days 1.00 Quota used 1.00 Days			
<b>Advance payment</b> Off-cycle reason <input type="text"/> Payment date <input type="text"/> Payroll Identifier <input type="text"/> Payroll type <input type="text"/>			

The status bar gives the message to save the leave and thus the leave is created. In case of ESS the workflow is triggered and the leave application goes to the employee's reporting manager.

## 8. Process of seeing the leaves availed

- Select Infotype 2001- Absences
- In the Period Tab page select All radio button
- Click on the overview icon  and see the records of leaves availed

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The screenshot shows the SAP 'List Absences' interface. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The title bar reads 'List Absences'. On the left, there is a 'Find by' section with options: 'Person', 'Collective search help', 'Search Term', and 'Free search'. The main area displays search criteria for employee VAISHALI GUPTA (Pers. No. 100144) in the Noida Office (Pers. area 1100). The search range is from 01.01.1800 to 31.12.9999. The 'Absences' table lists several entries of 'Casual Leave' (1020) with start and end dates, and the number of days (Abs.days). The table has columns: Start Date, End Date, Abs., Att./abs. type text, From, To, P, Abs.days, and Ho.

Start Date	End Date	Abs.	Att./abs. type text	From	To	P	Abs.days	Ho
25.11.2010	25.11.2010	1020	Casual Leave				1.00	
10.11.2010	10.11.2010	1020	Casual Leave	09:30	13:30		0.47	
08.09.2010	08.09.2010	1020	Casual Leave	14:00	18:00		0.47	
01.09.2010	06.09.2010	1020	Casual Leave				4.00	
01.05.2010	01.05.2010	1020	Casual Leave				1.00	


Field Name	Description	R/O/C	User Action and Values
Pernr	Enter the employee code for which the leave should be created.	R	Employee code
Period	Enter the to and from dates for which the leave is being applied	R	Start date and end date of the leave
Subtype	The leave being applied for	R	EL Non-encashable; HPL; CL ,RH etc

- For a specific leave type the subtype can be chosen and the overview for the selected leaves availed can be seen. See screen shot given below:



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### Deleting a Record

- Enter the Pernr number
- Select Infotype 2001
- Select Subtype
- Click on overview button and then select the leave to be deleted
- Click on Delete icon. 
- Record is deleted.

### Change a leave record

- Enter the Pernr number
- Select Infotype 2001
- In period tab select all radio button
- Choose over view  icon in the tool bar
- Select the leave to be changed in the screen and select change icon 
- Change the dates as required for the leave and then press enter
- Choose the save icon and save the record.

**\* Please note absence regularization will be done through ESS**

## 9. 2006- Absences Quota



Absence quotas can be recorded manually, proposed by the SAP System, or accrued automatically. An employee can claim an absence quota by requesting an absence such as leave In this case you record an absence in the Absences info type (2001). The absence is deducted from the quota.

**Access transaction by:**

<b>Sap Easy Access Menu</b>	Human Resources → Time Management → Administration → Time Data → Maintain
<b>Via Transaction Code</b>	PA61/PA30

- Enter the Personnel Number and date
- Enter the period i.e. from and to dates
- Enter Info type 2006 in Infotype field
- Choose overview icon
- All the quotas will be displayed

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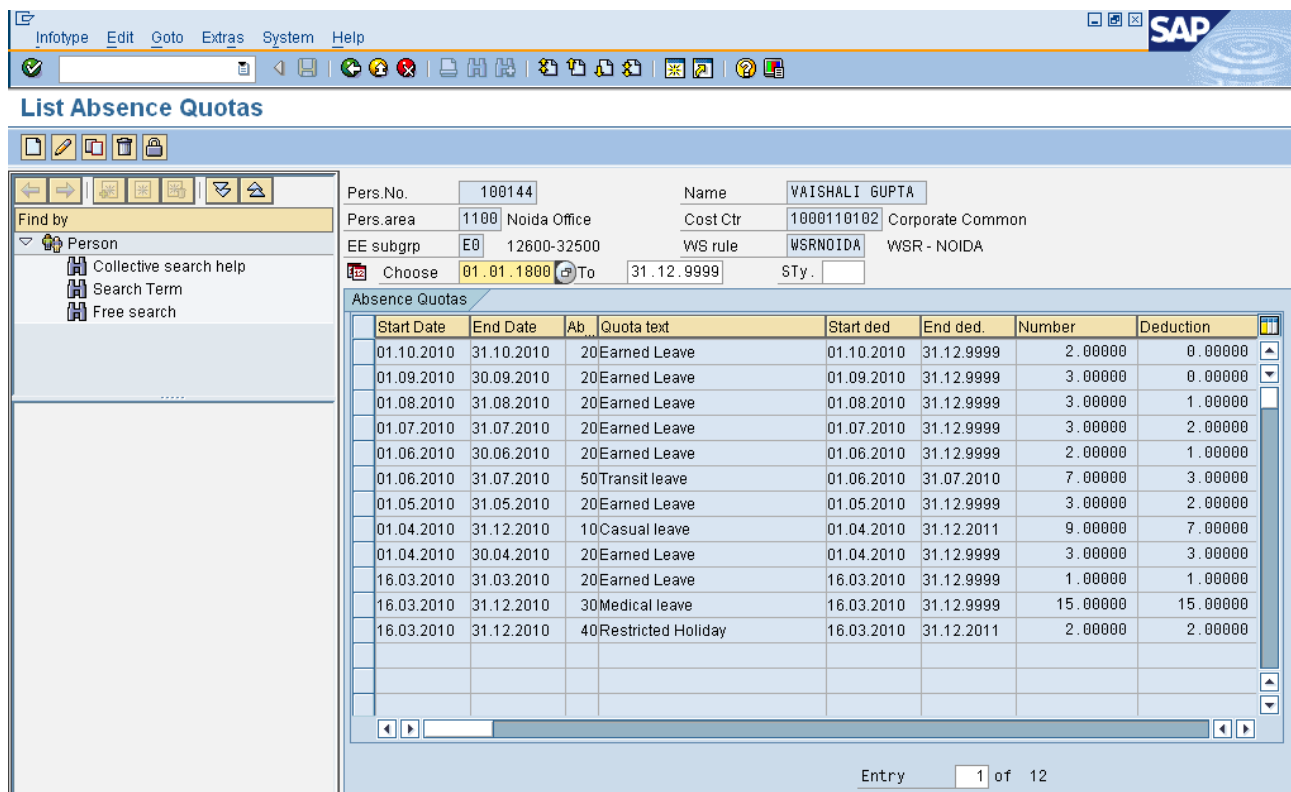
Field Name	Description	R/O/C	User Action and Values
Pernr	Enter the employee code for which the quota is to be created /overviewed.	R	Employee code
Period	Enter the to and from dates for which the leave is being applied	R	Start date and end date of the leave
Subtype	The Quota type to be viewed or changed/created	R	EL Non-encashable; ELEC (EL Encashable) HPL; CL ,RH etc

- Start date is the day the leave quota is credited to the employee.
- End date is the validity till the quota can be availed; incase of EL, ELEC, and HPL the leaves are carried forward and hence end deduction date has 31.12.9999. RH and CL get lapsed within the calendar year if not availed.
- Ab- gives the Absence quota number and Quota text gives the quota type text
- Start deduction specifies the period in which the employee can avail the quota. The *Start Deduction date* determines the start date of the quota deduction period. The entries in the *Deduction from date* and *End deduction to date* determine the quota deduction period. If no entries are made in these fields, the validity period of the quota record determines the period in which the quota can be deducted is the number of quota deducted leaves availed.
- End deduction to - specify the period within which an employee can deduct upto a time quota. *End deduction to date* determines the end date of the quota deduction period. The date 31.12.9999 is a standard date which shows that the quota is carried forward till the employee is with the company.
- Number field gives the total number of quota credited.
- The below screen shot gives the overview of quotas credited to the employee.

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	Created by:	Honeypriya Sharma	
Created on:	03.12.2010		






The screenshot shows the SAP Infotype 2013 'List Absence Quotas' screen. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The left sidebar has a 'Find by' section with options like 'Person', 'Collective search help', 'Search Term', and 'Free search'. The main area displays employee details for Pers. No. 100144, Name VAISHALI GUPTA, Pers. area 1100, and various organizational data. Below this, the 'Absence Quotas' table is shown with columns for Start Date, End Date, Ab, Quota text, Start ded, End ded, Number, and Deduction. The table lists various leave types and their corresponding dates and amounts.

Start Date	End Date	Ab	Quota text	Start ded	End ded	Number	Deduction
01.10.2010	31.10.2010	20	Earned Leave	01.10.2010	31.12.9999	2.00000	0.00000
01.09.2010	30.09.2010	20	Earned Leave	01.09.2010	31.12.9999	3.00000	0.00000
01.08.2010	31.08.2010	20	Earned Leave	01.08.2010	31.12.9999	3.00000	1.00000
01.07.2010	31.07.2010	20	Earned Leave	01.07.2010	31.12.9999	3.00000	2.00000
01.06.2010	30.06.2010	20	Earned Leave	01.06.2010	31.12.9999	2.00000	1.00000
01.06.2010	31.07.2010	50	Transit leave	01.06.2010	31.07.2010	7.00000	3.00000
01.05.2010	31.05.2010	20	Earned Leave	01.05.2010	31.12.9999	3.00000	2.00000
01.04.2010	31.12.2010	10	Casual leave	01.04.2010	31.12.2011	9.00000	7.00000
01.04.2010	30.04.2010	20	Earned Leave	01.04.2010	31.12.9999	3.00000	3.00000
16.03.2010	31.03.2010	20	Earned Leave	16.03.2010	31.12.9999	1.00000	1.00000
16.03.2010	31.12.2010	30	Medical leave	16.03.2010	31.12.9999	15.00000	15.00000
16.03.2010	31.12.2010	40	Restricted Holiday	16.03.2010	31.12.2011	2.00000	2.00000

## 10. Quota Correction through Infotype 2013

To credit quota to an employee or adjust the quota balances as on the go live date the quota correction is done through Infotype 2006 (incase of PDIL)

- Go to transaction PA61
- Choose Infotype 2013
- Select the icon execute and the specified subtype will be displayed
- Choose create button 
- In the quota number field give the balance to be credited.
- Press enter and save button, the record is created.

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Created by:	Honeypriya Sharma									
Created on:	03.12.2010									

## 11. ATTENDANCE INFOTYPE (IT 2002)

Attendances Infotypes is to record the following situations, for example:  
 required for history purpose  
 work schedule

1. Employees' time data
2. Deviations from an employee's personal

Deviations from an employee's general activities (such as seminar attendances, business trips). The attendance infotype contains the records for absence regularization, which is done through ESS and triggers a workflow when employee applies for the regularization.

The attendance types created for PDIL are:



- 2200 Training
- 2210 Business trip
- 2220 Official duty
- 2230 Seminar
- 2240 Change of workplace
- AOPE Overstay OPE
- HOPE Holiday OPE
- WOPE Weekend OPE

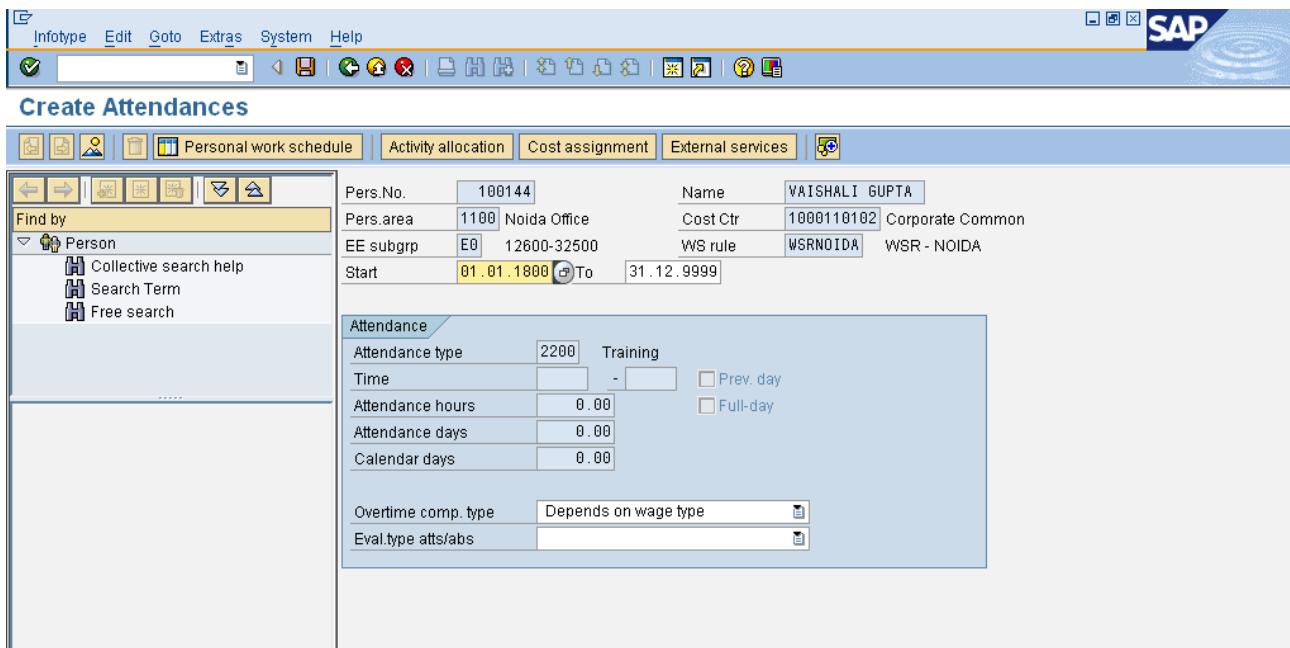
**Access transaction by:**

<b>Sap Easy Access Menu</b>	Human Resources → Time Management → Administration → Time Data → Maintain
<b>Via Transaction Code</b>	PA61

- Enter the Personnel Number and date in period
- Enter the 2002 (Attendance Info type) in info type field
- Choose the sub type screen appears
- Choose the create icon
- Enter the time if required in case of half day on duty and system calculates the attendance hours automatically.
- Press enter and choose the save icon.

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	Created on:	03.12.2010	



The screenshot shows the SAP 'Create Attendances' interface. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The 'Create Attendances' title bar is visible. Below it, there are tabs for 'Personal work schedule', 'Activity allocation', 'Cost assignment', and 'External services'. The 'Personal work schedule' tab is active. On the left, a 'Find by' dropdown is set to 'Person', with options for 'Collective search help', 'Search Term', and 'Free search'. The main area displays employee details: Pers.No. 100144, Name VAISHALI GUPTA, Pers. area 1100 Noida Office, Cost Ctr 1000110102 Corporate Common, EE subgrp E0 12600-32500, WS rule WSRN0IDA, WSR - NOIDA, Start 01.01.1800, To 31.12.9999. The 'Attendance' section shows 'Attendance type' 2200 Training, 'Time' -, 'Attendance hours' 0.00, 'Attendance days' 0.00, 'Calendar days' 0.00, 'Overtime comp. type' Depends on wage type, and 'Eval.type atts/abs'.

Field Name	Description	R/O/C	User Action and Values
Pernr	Enter the employee code for whom the attendance is to be created	R	Employee code
Period	The to and from dates of the report	R	
Subtype	Choose the subtype applying as attendance	R	
Attendance Hours	The system calculates the attendance hours automatically	O	System automatically calculates
Attendance Days	The number of days determined by the system on the basis of information from the employee's work schedule	O	System automatically calculates
Calendar Days	The calendar days are the number of days between the start and end dates of a record	O	System automatically calculates
Pre. Days	The previous day indicator in Time Management indicates that the record should be assigned to the previous day	C	Activate ,if required
Payroll Hours	the payroll hours that have been valuated according to the	C	System automatically calculates

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	planned working time		
Payroll Days	the payroll days that have been valued according to the planned working time	C	System automatically calculates

**Note:** On above table in column “R/O/C”; “R” = Required, “O” = Optional, “C”= Conditional

## 12. Substitution Infotype IT 2003

Substitutions in R/3 are used for employees who have a change in their shift or request for a shift substitution. Occasionally, employees do not work their normal shift in order to cover for other employees who are absent on a different shift. This situation is handled in R/3 by utilizing a SUBSTITUTION. Substitutions automatically recognize that this employee is working a different shift; Substitutions should only be used if the entire shift (or day) is being replaced by another shift.

**Access transaction by:**

<b>Sap Easy Access Menu</b>	Human Resources → Time Management → Administration → Time Data → Maintain
<b>Via Transaction Code</b>	PA61



77	Saturday off
88	Client Leave

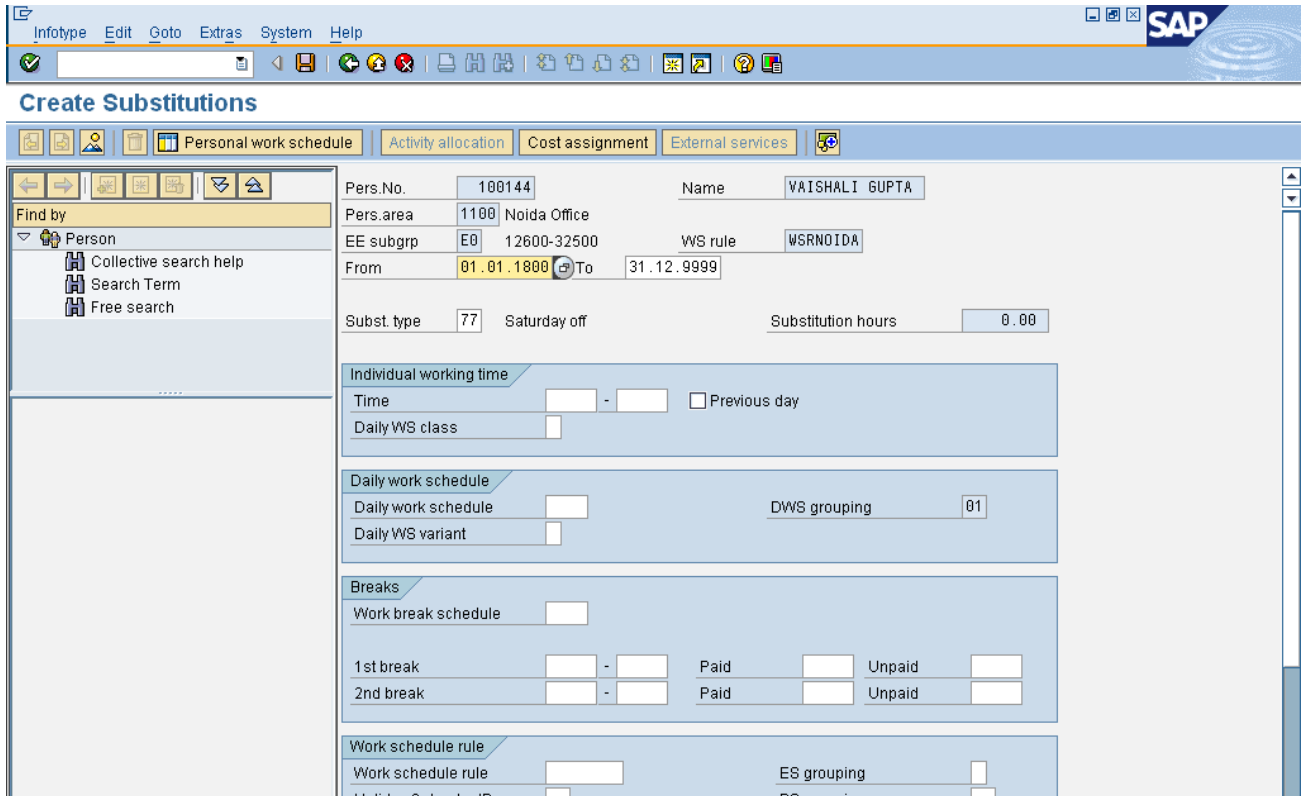
- Enter the Personnel Number and date in the period tab
- Enter Info type Substitution (IT 2003)
- Choose create icon
- Enter the daily work schedule from the F4 help
- The substitution type to be chosen is “88 and 77” as that has been made for PDIL. It has been set as default value through feature.
- Enter substitution time start time and end time.

A substitution temporarily overrides the work schedule on Infotype 0007 (Planned Working Time) and is entered via PA61, Infotype 2003 (Substitution).

Field Name	Description	R/O/C	User Action and Values
Daily Work Schedule	Planned Working time for specific day	R	Enter daily work schedule
Substitution Type	This field determines the substitution type according to which an employee should work or be paid.	R	Is defaulted by a feature

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The screenshot shows the SAP Infotype 2011 'Create Substitutions' screen. The left sidebar contains a 'Find by' section with options: Person, Collective search help, Search Term, and Free search. The main area displays data for employee VAISHALI GUPTA (Pers. No. 100144, Pers. area 1100, EE subgrp E0). The 'Subst. type' is 77 (Saturday off) with 0.00 substitution hours. Sections include 'Individual working time', 'Daily work schedule' (DWS grouping 01), 'Breaks' (Work break schedule), and 'Work schedule rule' (ES grouping).



### 13. Time Events – Infotype 2011

Time events Infotype is used to store the daily attendances of the employee. The data from terminals is taken and converted into the Sap format and uploaded into the system. A program is run to update the entries in this infotype. The time in stored as “Clock-In” and time out is stored as “Clock –Out”.

Access transaction by:

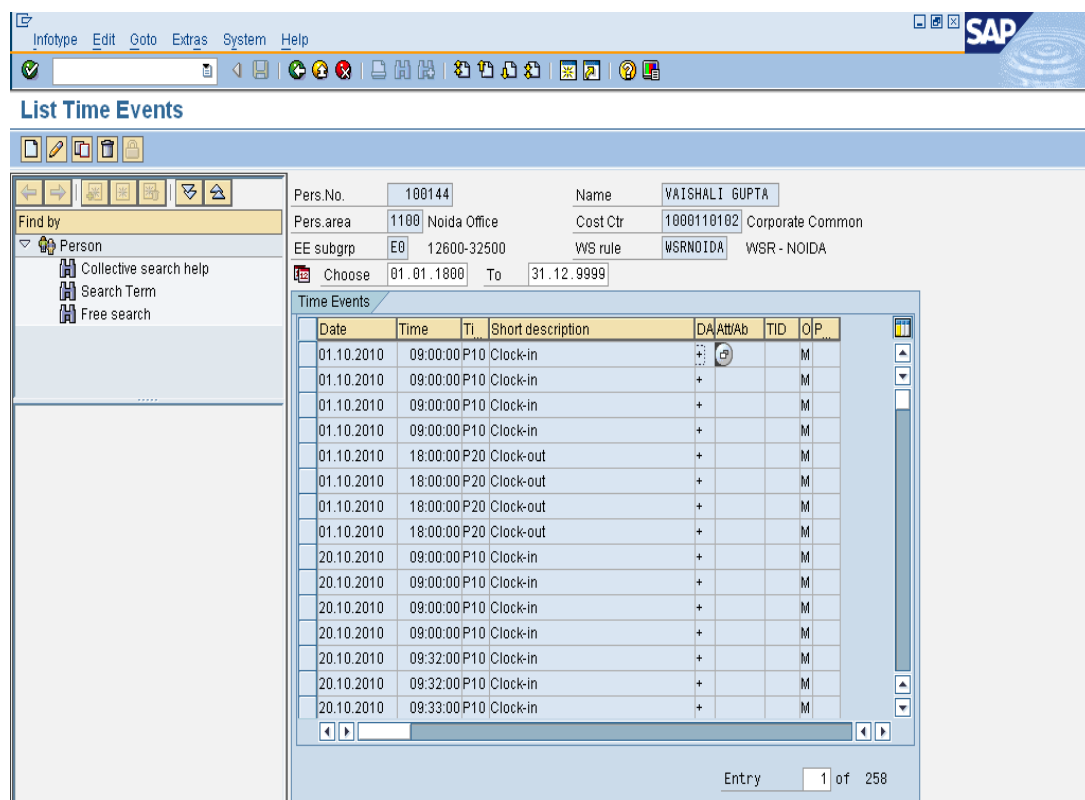
<b>Sap Easy Access Menu</b>	Human Resources → Time Management →
	Administration → Time Data → Maintain

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<b>Created by:</b>	Honeypriya Sharma									
<b>Created on:</b>	03.12.2010									

<b>Via Transaction Code</b>	PA61
-----------------------------	------

- Enter personnel Number
- Enter to and from dates in the period column
- Enter 2011 in Infotype field
- Click on icon overview to see the entries



**List Time Events**



Pers.No. 100144 Name VAISHALI GUPTA  
 Pers.area 1100 Noida Office Cost Ctr 1000110102 Corporate Common  
 EE subgrp E0 12600-32500 WS rule WSRN0IDA WSR - NOIDA  
 Choose 01.01.1800 To 31.12.9999

Date	Time	Ti	Short description	DA	Att/Ab	TID	O	P
01.10.2010	09:00:00	P10	Clock-in	+				M
01.10.2010	09:00:00	P10	Clock-in	+				M
01.10.2010	09:00:00	P10	Clock-in	+				M
01.10.2010	09:00:00	P10	Clock-in	+				M
01.10.2010	18:00:00	P20	Clock-out	+				M
01.10.2010	18:00:00	P20	Clock-out	+				M
01.10.2010	18:00:00	P20	Clock-out	+				M
01.10.2010	18:00:00	P20	Clock-out	+				M
20.10.2010	09:00:00	P10	Clock-in	+				M
20.10.2010	09:00:00	P10	Clock-in	+				M
20.10.2010	09:00:00	P10	Clock-in	+				M
20.10.2010	09:00:00	P10	Clock-in	+				M
20.10.2010	09:32:00	P10	Clock-in	+				M
20.10.2010	09:32:00	P10	Clock-in	+				M
20.10.2010	09:33:00	P10	Clock-in	+				M

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Field Name	Description	R/O/C	User Action and Values
Pernr	Enter the employee code for whom the time events are to be viewed	R	Employee code
Period	The to and from dates of the to be viewed	R	

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Created by:	Honeypriya Sharma									
Created on:	03.12.2010									



## 14. Personal Work Schedule:

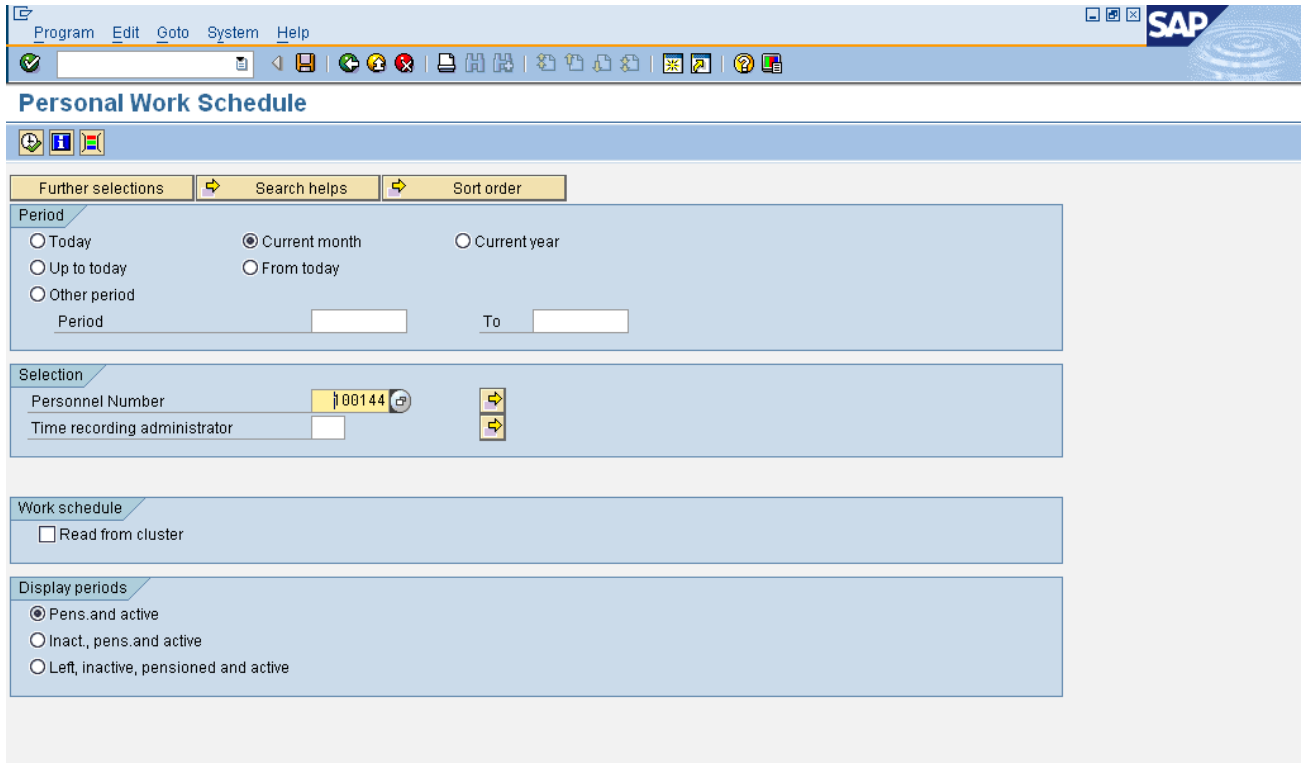
The personal work schedule for a respective employee can be viewed both in R/3 and on ESS. Employees can view their work schedule in ESS by display work Schedule function. It shows the employees shift details as well as weekly offs and holidays.

**Access transaction by:**

<b>Sap Easy Access Menu</b>	Human Resources → Time Management → Administration → Information system → Report selection → Work Schedule → Personal work schedule
<b>Via Transaction Code</b>	PT63

- In period tab choose the period for which the work schedule is to be viewed
- Enter personnel Number or choose from further selections option
- Click on execute icon

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The screenshot shows the SAP 'Personal Work Schedule' (PE04) interface. The menu bar includes Program, Edit, Goto, System, and Help. The title bar reads 'Personal Work Schedule'. Below the title bar, there are three tabs: 'Further selections', 'Search helps', and 'Sort order'. The 'Further selections' tab is active, showing options for 'Period' (Today, Up to today, Other period, Current month, From today, Current year) and 'Selection' (Personnel Number, Time recording administrator). The 'Work schedule' section has a checkbox for 'Read from cluster'. The 'Display periods' section has radio buttons for 'Pens. and active', 'Inact., pens. and active', and 'Left, inactive, pensioned and active'. The 'Personnel Number' field is populated with '100144'.

- The above screen shot gives all the details of the employees personal work schedule, the shift details, start time end time, RH list i.e. days having holiday class 3, the holiday calendar attached to the personnel area.
- Select eh employee and choose the Daily WS **Daily WS** icon to see the daily work schedule, break schedule
- Select the employee and choose Planned working time **Planned working time** icon to see Infotype 0007.
- The schedule can be taken in report format by printing it tin excel, word, html format, also send as attachment in mail.

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<div> <div>List Edit Goto Views Settings System Help</div> <div>  </div> </div>																			
Personal work schedule																			
<div> <div>  </div> <div> Daily WS   Planned working time   Time infotypes </div> </div>																			
<div> <div>Personal work schedule</div> <div>Evaluation period: 01.12.2010 To 31.12.2010</div> </div>																			
Pers.No	Name	Date	Day	DWS	DV	Daily WS text	Val	Text	Grp	Start	End	PIHrs	HCl	DT	DT text	Personal WS	Description	HCr	Ti
00100144	VAISHALI GUPTA	01.12.2010	WE	GENN		DWS- Noida			01	09:30	18:00	8.50	0		Work/paid	PPWS	PDIL - Period WS	PP	P
		02.12.2010	TH	GENN		DWS- Noida			01	09:30	18:00	8.50	0		Work/paid	PPWS	PDIL - Period WS	PP	P
		03.12.2010	FR	GENN		DWS- Noida			01	09:30	18:00	8.50	0		Work/paid	PPWS	PDIL - Period WS	PP	P
		04.12.2010	SA	GENN		DWS- Noida			01	09:30	18:00	8.50	0		Work/paid	PPWS	PDIL - Period WS	PP	P
		05.12.2010	SU	GENO		DWS OFF - Noida			01			0.00	0	1	Off/paid	PPWS	PDIL - Period WS	PP	P
		06.12.2010	MO	GENN		DWS- Noida			01	09:30	18:00	8.50	0		Work/paid	PPWS	PDIL - Period WS	PP	P
		07.12.2010	TU	GENN		DWS- Noida			01	09:30	18:00	8.50	0		Work/paid	PPWS	PDIL - Period WS	PP	P
		08.12.2010	WE	GENN		DWS- Noida			01	09:30	18:00	8.50	0		Work/paid	PPWS	PDIL - Period WS	PP	P
		09.12.2010	TH	GENN		DWS- Noida			01	09:30	18:00	8.50	0		Work/paid	PPWS	PDIL - Period WS	PP	P
		10.12.2010	FR	GENN		DWS- Noida			01	09:30	18:00	8.50	0		Work/paid	PPWS	PDIL - Period WS	PP	P
		11.12.2010	SA	GENN		DWS- Noida			01	09:30	18:00	8.50	4	1	Off/paid	PPWS	PDIL - Period WS	PP	P
		12.12.2010	SU	GENO		DWS OFF - Noida			01			0.00	0	1	Off/paid	PPWS	PDIL - Period WS	PP	P
		13.12.2010	MO	GENN		DWS- Noida			01	09:30	18:00	8.50	0		Work/paid	PPWS	PDIL - Period WS	PP	P
		14.12.2010	TU	GENN		DWS- Noida			01	09:30	18:00	8.50	0		Work/paid	PPWS	PDIL - Period WS	PP	P
		15.12.2010	WE	GENN		DWS- Noida			01	09:30	18:00	8.50	0		Work/paid	PPWS	PDIL - Period WS	PP	P
		16.12.2010	TH	GENN		DWS- Noida			01	09:30	18:00	8.50	0		Work/paid	PPWS	PDIL - Period WS	PP	P
		17.12.2010	FR	GENN		DWS- Noida			01	09:30	18:00	8.50	1	1	Off/paid	PPWS	PDIL - Period WS	PP	P
		18.12.2010	SA	GENN		DWS- Noida			01	09:30	18:00	8.50	0		Work/paid	PPWS	PDIL - Period WS	PP	P
		19.12.2010	SU	GENO		DWS OFF - Noida			01			0.00	0	1	Off/paid	PPWS	PDIL - Period WS	PP	P

## 15. Quota Overview – PT50

This transaction is used to have an overview of all the quota types entitled to the employee and the quota remaining. Choose the Absence quotas tab and select all button, it gives an overview of all the quota availed, remaining and compensated.

<b>Via Menus</b>	Human Resources → Time Management → Administration → Time Data → Quota Overview
<b>Via Transaction Code</b>	PT50

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<b>Module:</b>	SAP - HR									
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<b>Created by:</b>	Honeypriya Sharma									
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**Information:** Ensure the correct personnel number was entered after clicking Enter.



**Information:** Adjust the period *Selection intervals* as necessary to display the desired quota information.



**Information:** Be careful when specifying the Selection intervals. The *Deduction period* is the period in which the quota entitlement can be used. The *Validity period* is the period in which the quota itself is valid. The *Generation period* is the period in which Time Evaluation generated the quota entitlement.

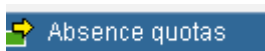


**Information:** Use the buttons in the bottom of the Selection interval section to quickly populate the three period fields with the applicable dates. For example, click *Current period* to see the quota relevant for the current month. Click *All* to see a complete view of relevant quotas for the selected employee.





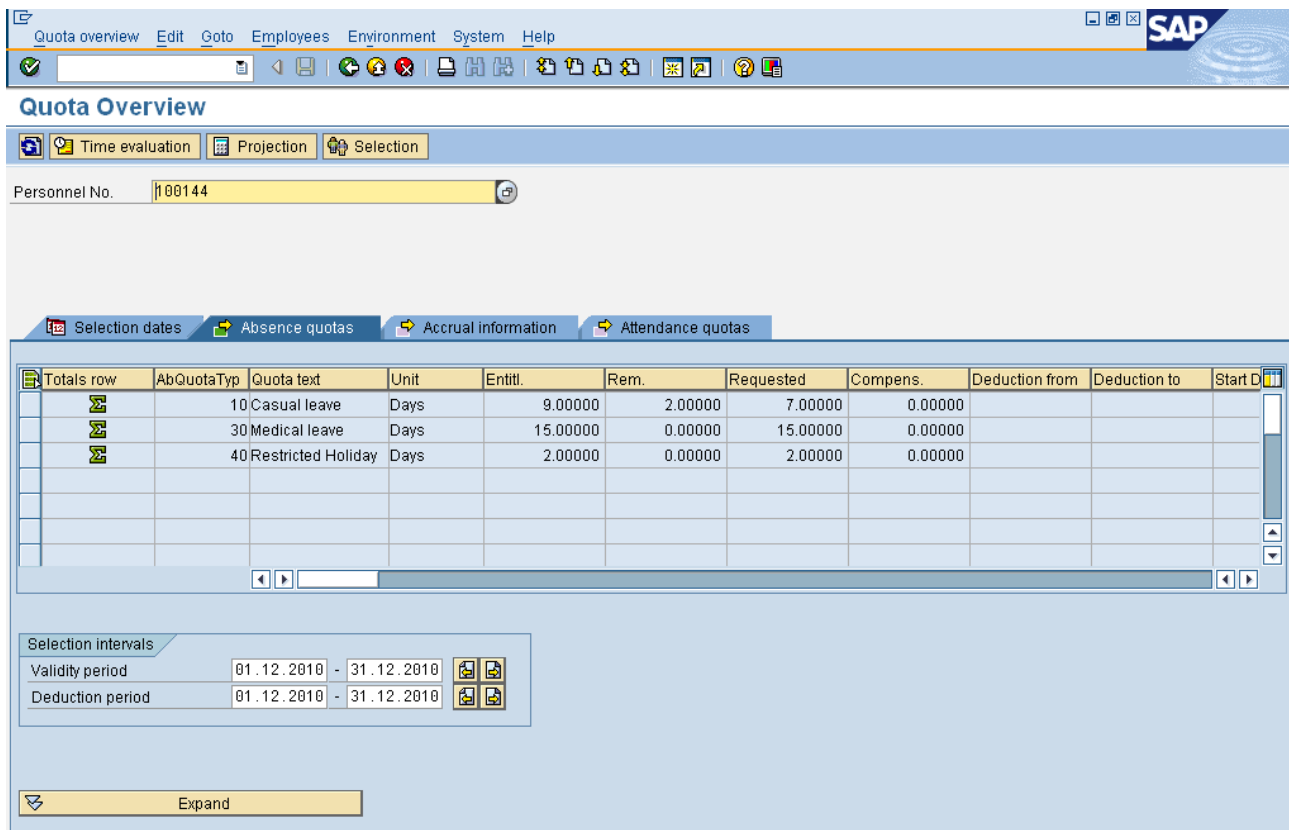
**Information:** After selecting the desired period, the information contained on the remaining tabs in the transaction will reflect quota information pertaining to the selected periods.

- Enter the Personnel Number
- Select the Absence quotas tab
- All the quotas will be displayed



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	Created by:	Honeypriya Sharma	
Created on:	03.12.2010		



The screenshot shows the SAP Quota Overview interface. At the top, there's a menu bar with options like Quota overview, Edit, Goto, Employees, Environment, System, and Help. Below the menu, there's a search bar for Personnel No. with the value '100144'. The main area displays a table of quotas with columns: Totals row, AbQuotaTyp, Quota text, Unit, Entitt., Rem., Requested, Compens., Deduction from, Deduction to, and Start D. The table contains three rows of data for Casual leave, Medical leave, and Restricted Holiday. Below the table, there's a section for Selection intervals with fields for Validity period and Deduction period, both set to 01.12.2010 - 31.12.2010. An Expand button is at the bottom.

Totals row	AbQuotaTyp	Quota text	Unit	Entitt.	Rem.	Requested	Compens.	Deduction from	Deduction to	Start D
	10	Casual leave	Days	9.00000	2.00000	7.00000	0.00000			
	30	Medical leave	Days	15.00000	0.00000	15.00000	0.00000			
	40	Restricted Holiday	Days	2.00000	0.00000	2.00000	0.00000			

Selection intervals



Validity period	01.12.2010 - 31.12.2010
Deduction period	01.12.2010 - 31.12.2010

Expand

- Ab- gives the Absence quota number and Quota text gives the quota type text
- Unit is – days
- Entitled – the number of quotas credited to the employee
- Rem. – Is the number of quotas remaining with the employee
- Requested - is the quota availed by the employee
- Compensated is the EL encashed by the employee
- Deduction from specifies the period in which the employee can deduct a time quota. The *Deduction from date* determines the start date of the quota deduction period. The entries in the *Deduction from date* and *Deduction to date* determine the quota deduction period. If no entries are made in these fields, the validity period of the quota record determines the period in which the quota can be deducted is the number of quota deducted leaves availed.
- Deduction to - specify the period within which an employee can deduct from a time quota. The *Deduction to date* determines the end date of the quota deduction period. Quota deduction is based on the entries in the *Deduction from* and *Deduction to* fields. If no entry is made in these fields, the quota record's validity period determines the period within which the quota can be deducted.

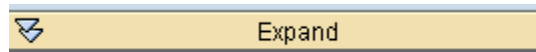
Field Name	Description	R/O/C	User Action and Values
Pernr	Enter the employee code for	R	Employee code

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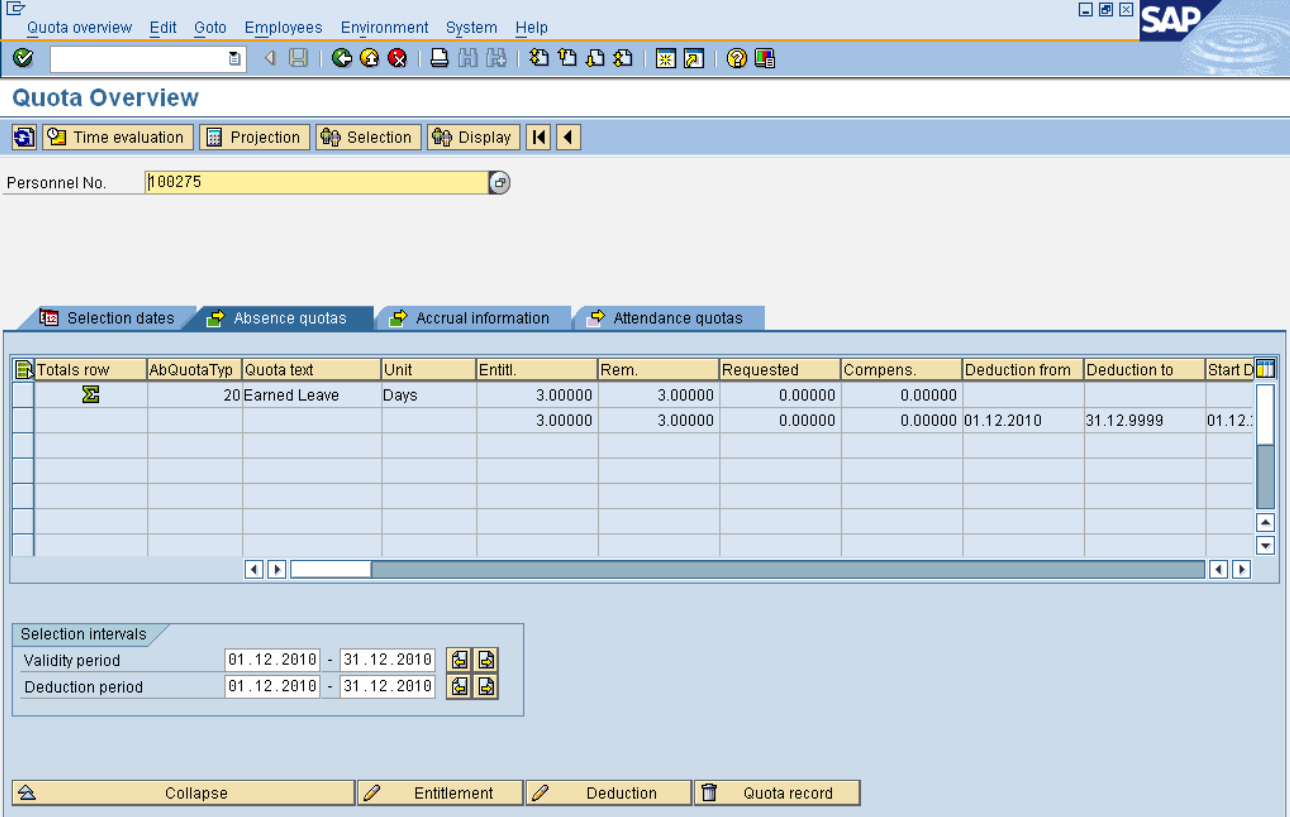
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	which the quota is to be overviewed.		
--	--------------------------------------	--	--

For more detailed view as to when the quotas were given tot the employee select the expend tab and it gives the detailed view as to the start days from which the quotas were credited to the employee's account.



The screen shot below gives a detailed view. All the columns have been explained above, last column Det.Ent. is Indicator for determining quota entitlement Absence quota types can either be created manually by the administrator or automatically by time evaluation. In the quota overview, the absence quota types are indicated by different symbols to highlight the different quota attributes.



Quota Overview

Personnel No. 100275

Selection dates | Absence quotas | Accrual information | Attendance quotas

Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested	Compens.	Deduction from	Deduction to	Start D
	20	Earned Leave	Days	3.00000	3.00000	0.00000	0.00000			
				3.00000	3.00000	0.00000	0.00000	01.12.2010	31.12.9999	01.12.2010

Selection intervals

Validity period 01.12.2010 - 31.12.2010



Deduction period 01.12.2010 - 31.12.2010

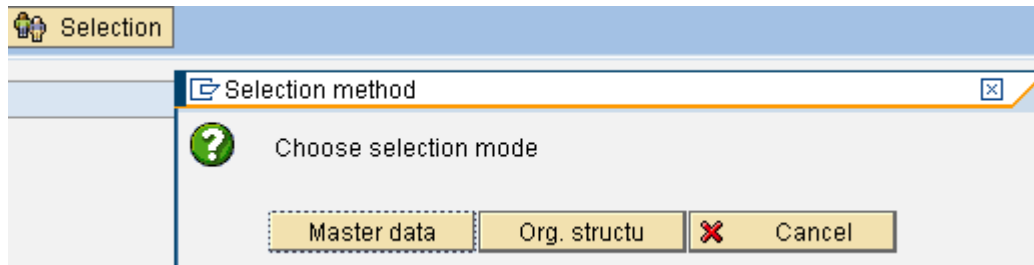
Collapse | Entitlement | Deduction | Quota record

To check the quotas for multiple employees choose the selection tab which shall give the options for multiple selections from master data or organizational structure wise.

If master data is chosen the selections can be made according to Personnel Areas, employee groups, employee subgroups wise etc. If organization structure is chosen the organisation units of PDIL are displayed.

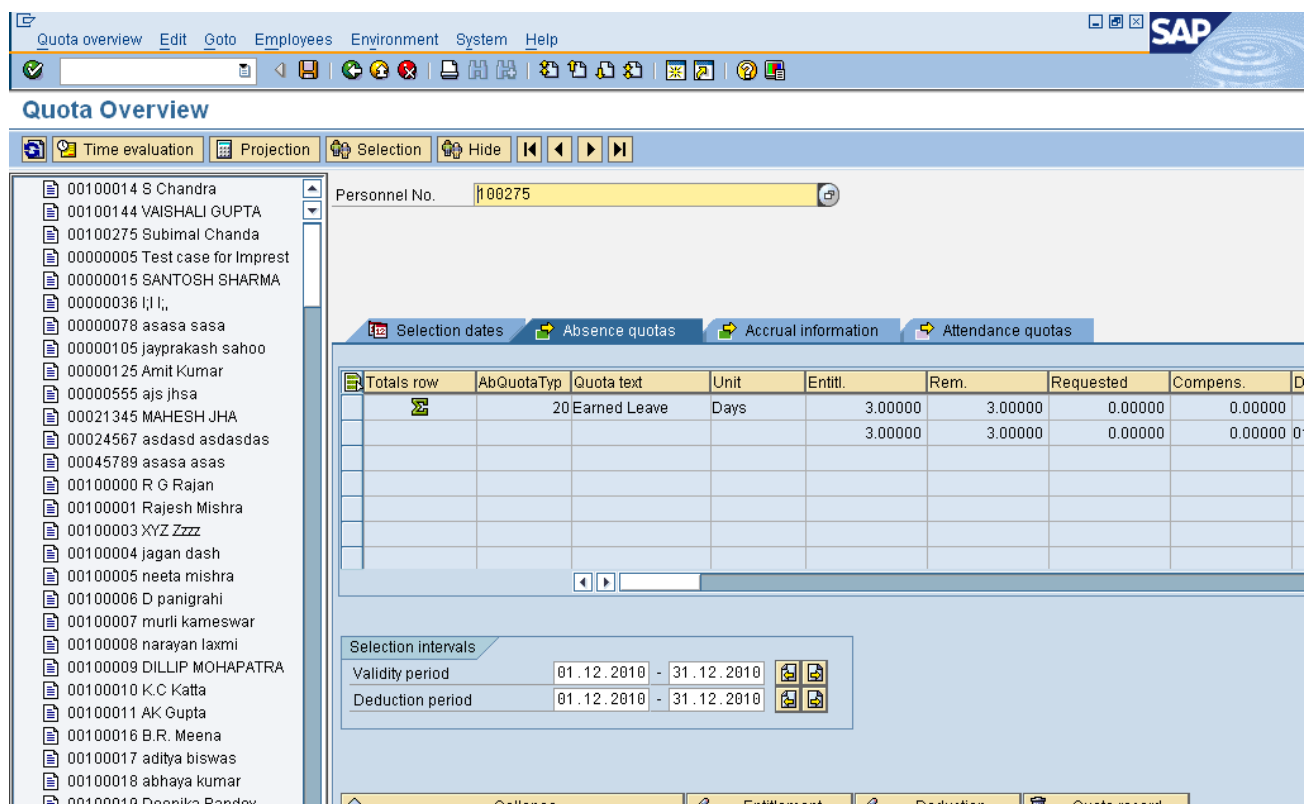
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The screenshot shows the 'Selection' dialog box in SAP. It has a title bar 'Selection' and a subtitle 'Selection method'. Inside, there is a question mark icon and the text 'Choose selection mode'. At the bottom, there are three buttons: 'Master data' (highlighted with a dashed border), 'Org. structu', and 'Cancel'.

Select the master data option, choose the personnel area and click on the save icon. The following screen appears which gives the list of all the employees and their quota overview employee wise.



The screenshot shows the 'Quota Overview' screen in SAP. The top menu bar includes 'Quota overview', 'Edit', 'Goto', 'Employees', 'Environment', 'System', and 'Help'. The main area is titled 'Quota Overview' and has a toolbar with icons for 'Time evaluation', 'Projection', 'Selection', 'Hide', and navigation arrows. On the left, there is a list of employees with their IDs and names. On the right, there is a table with columns: 'Totals row', 'AbQuotaTyp', 'Quota text', 'Unit', 'Entitl.', 'Rem.', 'Requested', 'Compens.', and 'D'. The table shows data for '20 Earned Leave' with 'Days' as the unit. Below the table, there is a section for 'Selection intervals' with fields for 'Validity period' and 'Deduction period', both set to '01.12.2010 - 31.12.2010'.

To view the quota of each respective employee click on the employee list.


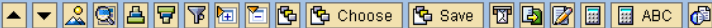
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<b>Created on:</b>	03.12.2010									

## 16. Leave Balance Report:



This Report is used to display all the Leave Balance of Employees:

<b>Sap Easy Access Menu</b>	Human Resources → Time Management → Administration → Time Data → Administration → Information systems → Report Selection → Time Accounts → Display Absence Quota Information
<b>Via Transaction Code</b>	PT_QTA10





- Enter the date for the period this report to be run
- Enter the Employee code in Personnel Number. For Multiple employees use multiple option screens.
- Selection gives options to run the report for PA, PSA, EG,ESG and payroll area wise
- Execute the program.

<div> <div>List Edit Goto Settings System Help</div> <div>  </div> </div>									
<div> <div>Display Absence Quota Information</div> <div>  </div> </div>									
<div> <div>Absence quotas</div> <div>Validity period 01.01.1800 - 01.12.2010</div> </div>									
Pers.No.	Name	Quota	Unit	Entitlement	Used	Compensated to key date	Total		
100014	S Chandra	Casual leave	Days	5.00000	0.00000	0.00000	5.00000		
100014	S Chandra	Earned Leave	Days	1.00000	0.00000	1.00000	0.00000		
100014	S Chandra	Earned Leave	Days	3.00000	0.00000	2.00000	1.00000		
100014	S Chandra	Earned Leave	Days	3.00000	0.00000	0.00000	3.00000		
100014	S Chandra	Earned Leave	Days	3.00000	0.00000	0.00000	3.00000		
100014	S Chandra	Earned Leave	Days	0.00000	0.00000	0.00000	0.00000		
100014	S Chandra	Restricted Holiday	Days	1.00000	0.00000	0.00000	1.00000		
<b>Days</b>				<b>16.00000</b>	<b>0.00000</b>	<b>3.00000</b>	<b>13.00000</b>		

Field Name	Description	R/O/	User Action and Values
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Created by:	Honeypriya Sharma									
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		C	
Pernr	Enter the employee code for which the quota is to be overviewed.	R	Employee code
Period	The to and from dates of the report	O	
Selection Tab	Choose the criteria for taking the report	O	
Quota Selection	Choose the quota type for which the report is being taken	O	

- To take out a report click on the print preview icon 
- Click on the subtotals icon 
- And in sort order choose the required sort order ex: Pernr and Quota type and quota and choose copy button.
- The report gives the totals of the quota available with the employee.
- It can be saved on to local file choose icon  and give a file name and path where it is to be saved in text format/ spreadsheet /rich format /HTML format. Then information given to the employees if they are reaching their EL limit.
- The report can be send as an attachment in mail recipient select  icon. In the documents content write text to be written and in the recipient column add the mail IDs from F4 help to whom the report is to be mailed. Select send option and send the mail.

## 17. Absence Data : Calendar view

This report gives the absence/attendance data according of the employees and displays them in a calendar for a defined period of time.



**Access transaction by:**

<b>Sap Easy Access Menu</b>	Human Resources → Time Management → Administration → Information System → Report selection → Absence → Absence Data: Calendar view
<b>Via Transaction Code</b>	PT90

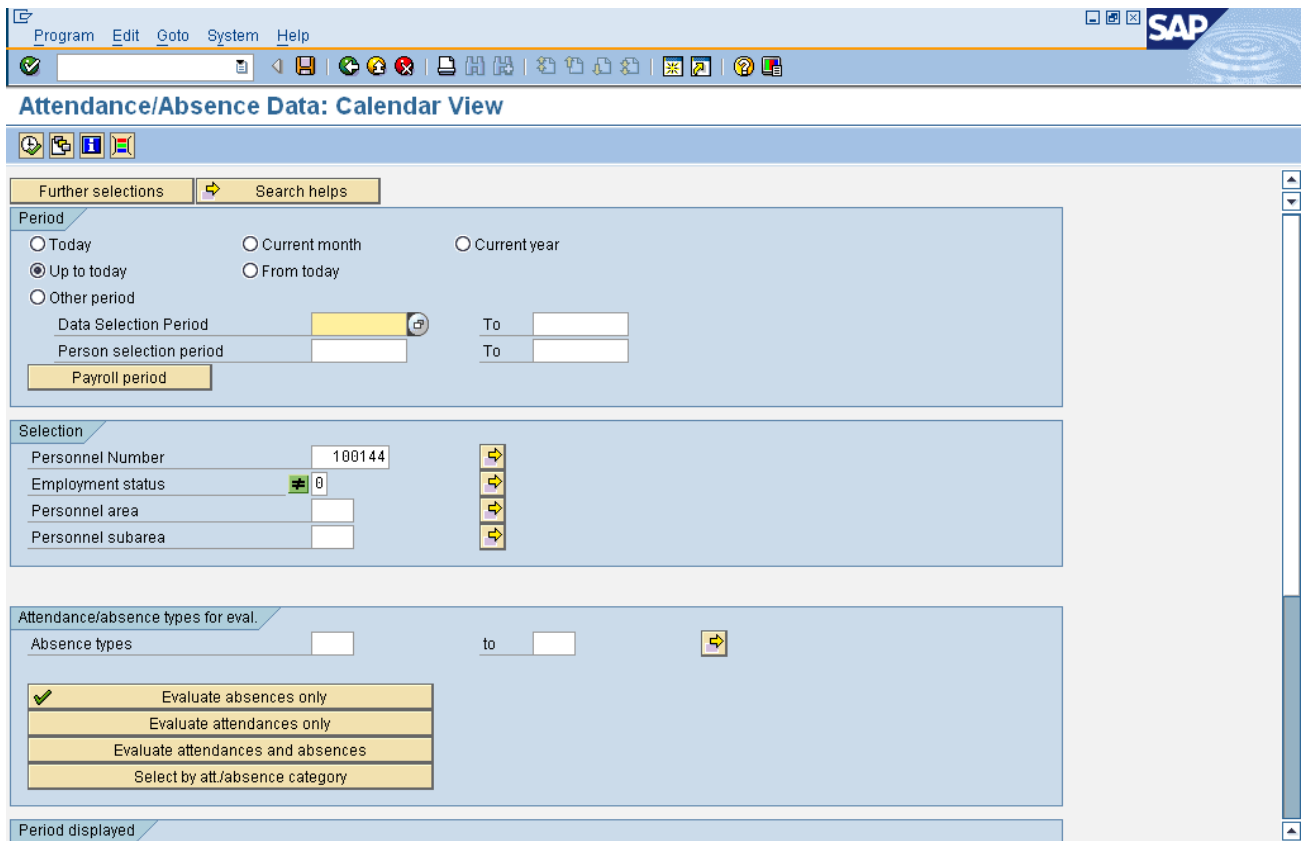
**Process of running the report:**

- Enter the period in the period column

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- In selection column choose the criteria for running the report i.e. PA, PSA etc





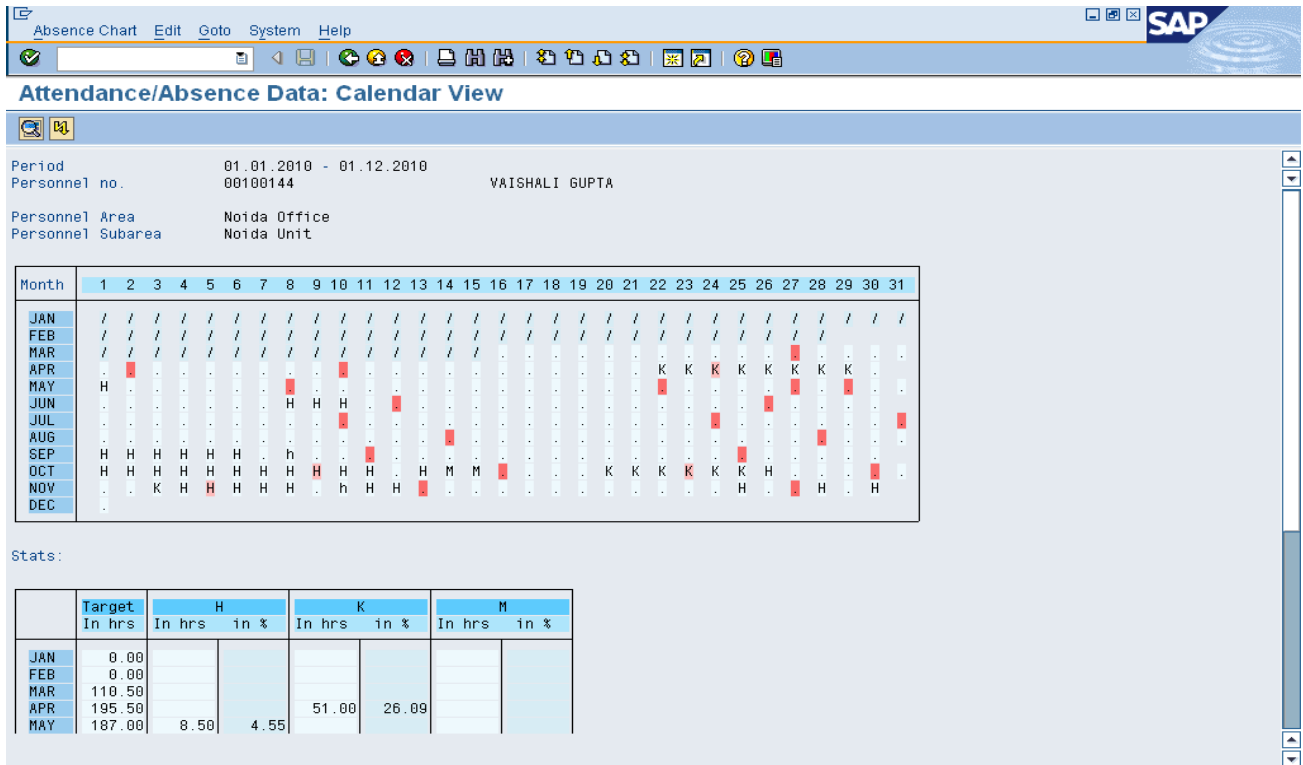
The screenshot shows the SAP 'Attendance/Absence Data: Calendar View' interface. It includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into several sections:

- Further selections:** Includes a 'Search helps' button.
- Period:** Contains radio buttons for 'Today', 'Up to today' (selected), 'Other period', 'Current month', 'From today', and 'Current year'. Below these are input fields for 'Data Selection Period', 'Person selection period', and 'Payroll period'.
- Selection:** Contains input fields for 'Personnel Number' (100144), 'Employment status' (0), 'Personnel area', and 'Personnel subarea'. To the right of these fields are four yellow arrow buttons pointing right.
- Attendance/absence types for eval.:** Contains an 'Absence types' input field and a 'to' input field. Below these are four buttons: 'Evaluate absences only' (checked), 'Evaluate attendances only', 'Evaluate attendances and absences', and 'Select by att./absence category'.
- Period displayed:** A section at the bottom of the interface.


- In the Absence/Attendance evaluation column select the evaluate absence tab  
In period display let standard entry remain and choose the execute icon





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The above screen shot displays the format of the report; it brings the absence data of all employees in the selected personnel area. The red colour is displayed for the Restricted holidays and Gazetted holidays.

If the multiple employee view  is selected, it gives the employee wise list of their absence and leaves.

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## 18. Master Data Information:

### Public Holiday Calendar

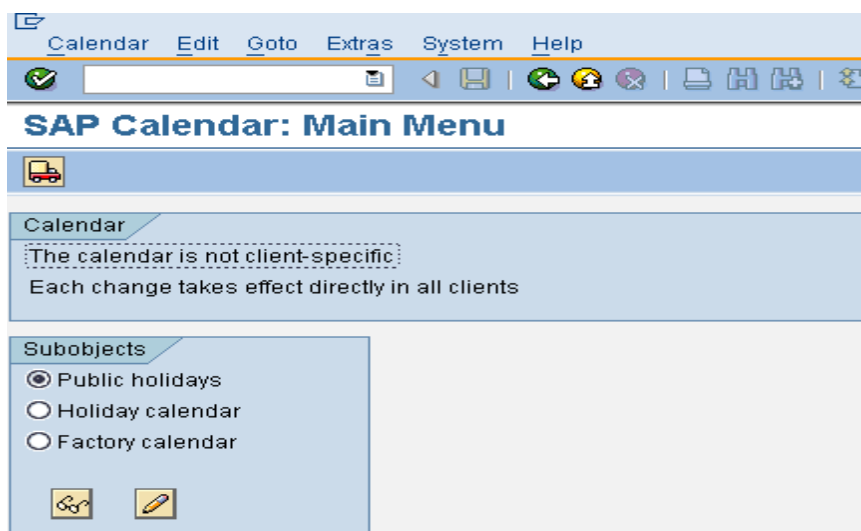
Public holiday calendar distinguishes between holidays and working days in the *Human Resources* (HR) component. The public holiday calendar affects the definition of the organizational structure of your enterprise. It plays a central role in the scheduling process as well in generating monthly work schedules. A valid public holiday Calendar keeps valid public holidays and validity period. These public holidays can be with fixed date, movable date, fixed day from Date, distance to Easter. All public holidays have validity period. A public holiday calendar is assigned to personnel sub area and personnel area. For creating work schedule a valid public holiday calendar is prerequisite. As a public holiday calendar keeps valid public holidays

#### CREATE PUBLIC HOLIDAY CALENDAR:

To create Public Holiday Calendar, firstly create holidays. After creating holidays for the year create Public Holiday Calendar by assigning the holidays to them.

**Access transaction by:**



<b>Sap Easy Access Menu</b>	Human Resources → Time Management → Administration → Work schedule → Holiday Calendar
<b>Via Transaction Code</b>	SCAL



**To create new Public Holidays:**

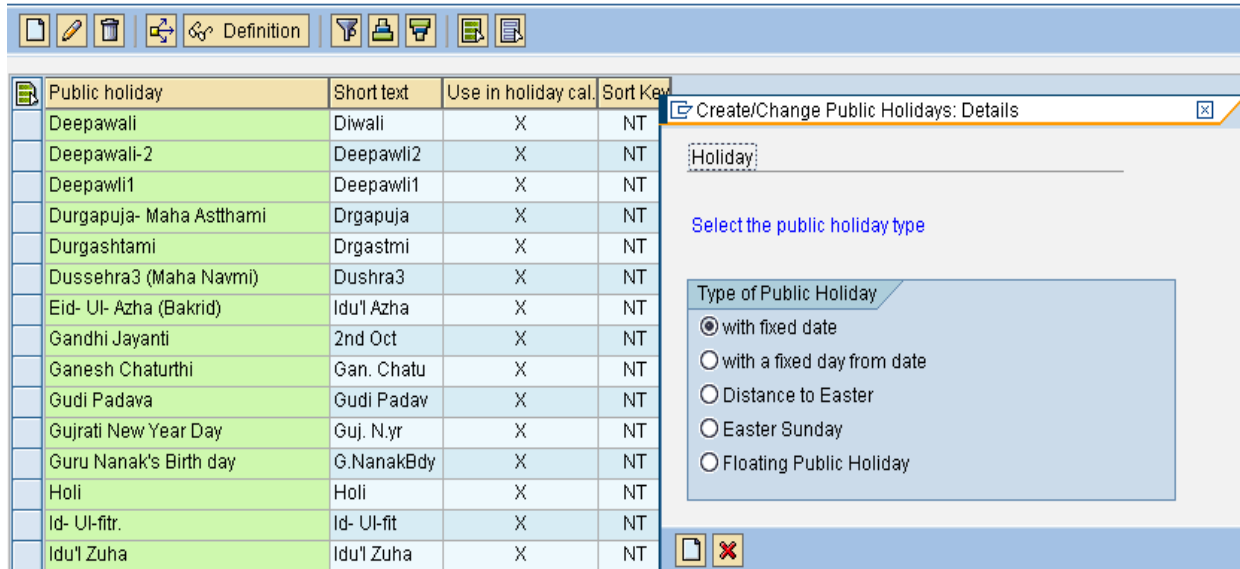
- Select radio button Public Holidays and go to change icon

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- Go to create icon to create or in case to make any changes to existing holidays i.e. updating the calendar select holiday and click on change icon and add the dates as per the year.

### Change Public Holidays: Overview





Public holiday	Short text	Use in holiday cal.	Sort Key
Deepawali	Diwali	X	NT
Deepawali-2	Deepawli2	X	NT
Deepawli1	Deepawli1	X	NT
Durgapuja- Maha Asthami	Drgapuja	X	NT
Durgashtami	Drgastmi	X	NT
Dussehra3 (Maha Navmi)	Dushra3	X	NT
Eid- Ul- Azha (Bakrid)	Idu'l Azha	X	NT
Gandhi Jayanti	2nd Oct	X	NT
Ganesh Chaturthi	Gan. Chatu	X	NT
Gudi Padava	Gudi Padav	X	NT
Gujrati New Year Day	Guj. N.yr	X	NT
Guru Nanak's Birth day	G.NanakBdy	X	NT
Holi	Holi	X	NT
Id- Ul- fitr.	Id- Ul- fit	X	NT
Idu'l Zuha	Idu'l Zuha	X	NT

- Public Holidays will be created either with fixed dates such as Independence Day or a movable holiday like Diwali.
- Click on radio button, according to the required holiday (i.e. For Independence day click on radio button with fixed date or In case , you have to create Diwali holiday ,click on radio button 'Is a movable holiday')
- Click on create icon
- In sort criteria enter "NT" for PDIL
- For public holiday class choose "1" -Gazetted holiday ; "3" - Restricted holiday
- Give a short name and long text for the holiday
- Choose Insert date icon and enter the year, month and date of the holiday
- Choose save icon and save the holiday

The screen below to make the above entries:

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Calendar Edit Goto Extras System Help

Change Public Holidays: Overview

Public holiday Short text Use in holiday cal. Sort Key

1 Ramadan	1 Ramadan	X	
-----------	-----------	---	--

10 Dh Create/Change Public Holidays: Details

10 Muh Holiday

Create/Change Public Holidays: Fixed Dates

Public Holiday Definition

Day

Month

Guaranteed

☒ Not Guaranteed

☐ Thursday

☐ Friday

☐ Sunday

☐ Saturday/Sunday

Public Holiday Attributes



Sort Criterion

Religious Denomination

Public Holiday Class

Short Holiday Name

Long Holiday Name

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Create/Change Public Holidays: Floating Public Holidays

Year	Month	Day	Used
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Guaranteed

☒ Not Guaranteed

☐ Thursday

☐ Friday

☐ Sunday

☐ Saturday/Sunday

Public Holiday Attributes

Sort Criterion

Religious Denomination

Public Holiday Class



Short Holiday Name

Long Holiday Name

Insert date

Field Name	Description	R/O/C	User Action and Values
Day	Day of month for public holiday( i.e. date)	R	Enter Day of the month
Month	Month of the year	R	Enter the month
Guaranteed field	Indicates Public Holiday should not be moved if it falls on a weekend.	O	Do not make any entry let the entry standard remain
Sort Criterion	Three character short key. The holidays can be sorted in alphabetical order with this key	R	Enter short Criterion
Religion	Holiday religion (Christian, Hindu, Muslims, Buddhist :)	C	DO NOT ENTER ANY RELIGION

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Module:	SAP - HR									
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Created on:	03.12.2010									

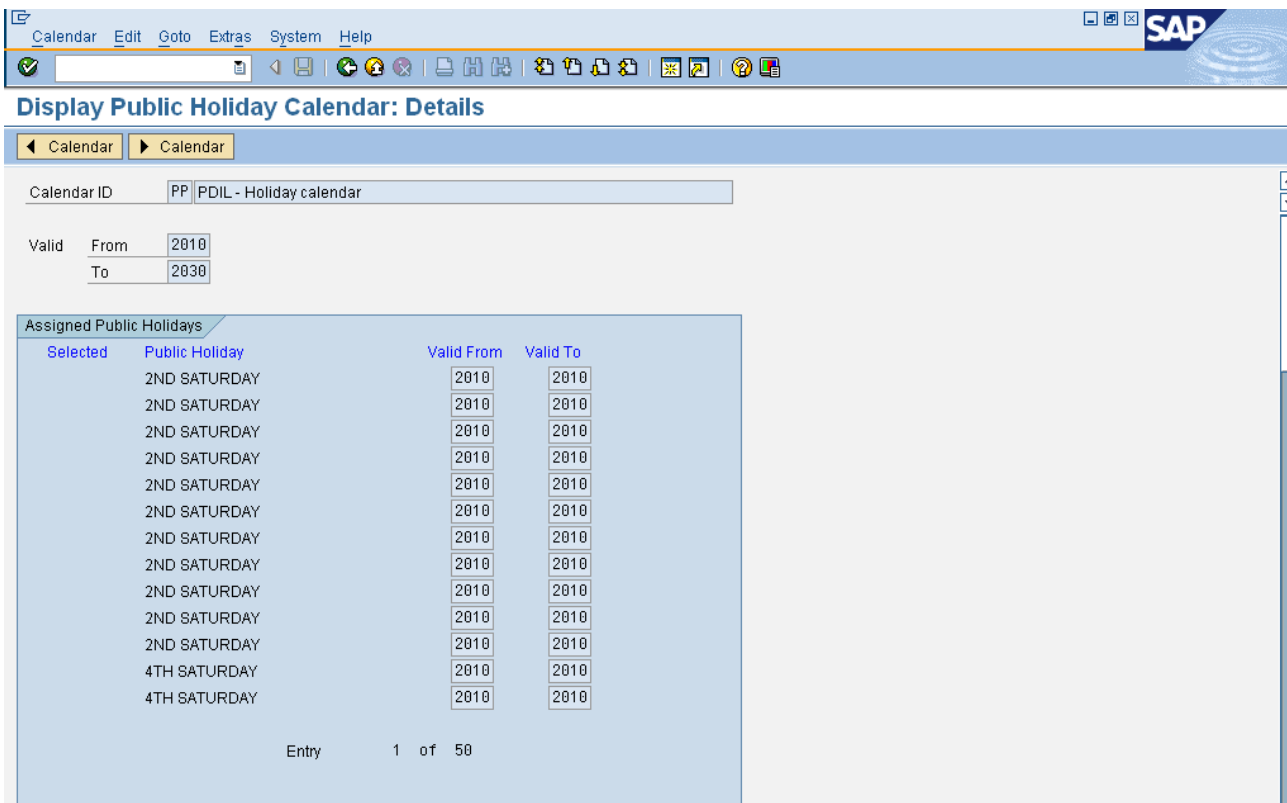
Holiday Class	The holiday class specifies the holiday type	R	Enter Holiday class 1 – public holiday and 3 – restricted holiday , 4- for all off Saturdays.
Public Holiday short	Short name of the public holiday	R	Enter Public holiday short
Holiday Long Text	Name of the public holiday	R	Enter holiday long text

### **Procedural Steps Of creating Public Holiday Calendar:**

- Click Radio button Holiday Calendar
- Click on Change icon
- Choose create icon and give a calendar ID and long text for the calendar
- Enter the validity period
- Click on the assign holidays icon and assign the holidays and save the calendar

Field Name	Description	R/O/C	User Action and Values
Calendar ID	Public Holiday Calendar I D	R	Enter Calendar I D
Valid( From ,To )	Validity Of Public Holiday Calendar	R	Enter Validity Period
Assign Public Holiday	Assignment of Public Holidays from list	R	Click on Assign Public Holidays icon

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The screenshot shows the SAP 'Display Public Holiday Calendar: Details' screen. At the top, there is a menu bar with 'Calendar', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays the 'Calendar ID' as 'PP | PDIL - Holiday calendar'. Below this, the 'Valid' range is set from '2010' to '2030'. A table titled 'Assigned Public Holidays' lists 14 entries, all for the year 2010. The first 12 entries are '2ND SATURDAY' and the last two are '4TH SATURDAY'. The 'Valid From' and 'Valid To' columns for all entries show '2010'. At the bottom right, it indicates 'Entry 1 of 50'.

Selected	Public Holiday	Valid From	Valid To
	2ND SATURDAY	2010	2010
	2ND SATURDAY	2010	2010
	2ND SATURDAY	2010	2010
	2ND SATURDAY	2010	2010
	2ND SATURDAY	2010	2010
	2ND SATURDAY	2010	2010
	2ND SATURDAY	2010	2010
	2ND SATURDAY	2010	2010
	2ND SATURDAY	2010	2010
	2ND SATURDAY	2010	2010
	2ND SATURDAY	2010	2010
	2ND SATURDAY	2010	2010
	4TH SATURDAY	2010	2010
	4TH SATURDAY	2010	2010



## 19. Generate Work Schedule :

The work schedules or shift templates are to be generated every year for all employees and this activity shall be carried out in the beginning of every year for the whole year or can be done on regular intervals.

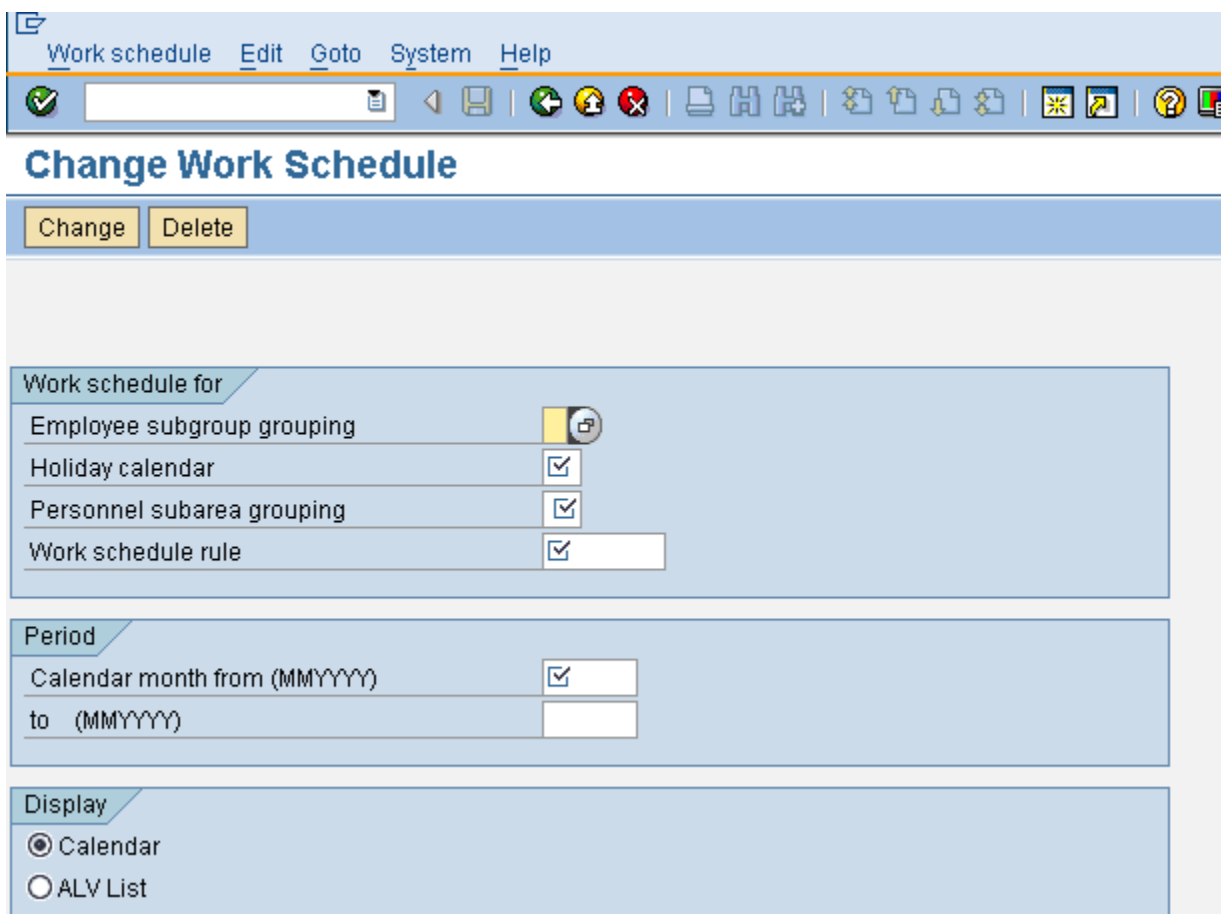
**Access transaction by:**

<b>Sap Easy Access Menu</b>	Human Resources → Time Management → Administration → Work schedule → Create /Change/ Display

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<b>Via Transaction Code</b>	PT02 –Change; PT03 – Display ; PT01 - Create;
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The screenshot shows the SAP 'Change Work Schedule' (PT02) transaction. The menu bar includes 'Work schedule', 'Edit', 'Goto', 'System', and 'Help'. The title bar reads 'Change Work Schedule'. Below the title bar are two buttons: 'Change' and 'Delete'. The main area is divided into three sections: 'Work schedule for', 'Period', and 'Display'. In the 'Work schedule for' section, there are four fields: 'Employee subgroup grouping' (with a selection icon), 'Holiday calendar' (with a checked checkbox), 'Personnel subarea grouping' (with a checked checkbox), and 'Work schedule rule' (with a checked checkbox). In the 'Period' section, there are two fields: 'Calendar month from (MMYYYY)' (with a checked checkbox) and 'to (MMYYYY)' (with an empty input field). In the 'Display' section, there are two radio buttons: 'Calendar' (selected) and 'ALV List'.

Field Name	Description	R/O/C	User Action and Values
Employee sub group grouping	Group employee sub Groups for whom same work schedule applies incase of PDIL "2"	R	Enter employee sub group grouping – "2"
Holiday calendar	A public holiday calendar distinguishes working days and public holidays	R	Enter applicable holiday calendar – "PP"
Personnel sub area grouping	A personnel sub area grouping for work schedules is a grouping of personnel sub areas with the same work schedule rules	R	Enter Personnel sub area grouping

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Created on:	03.12.2010		

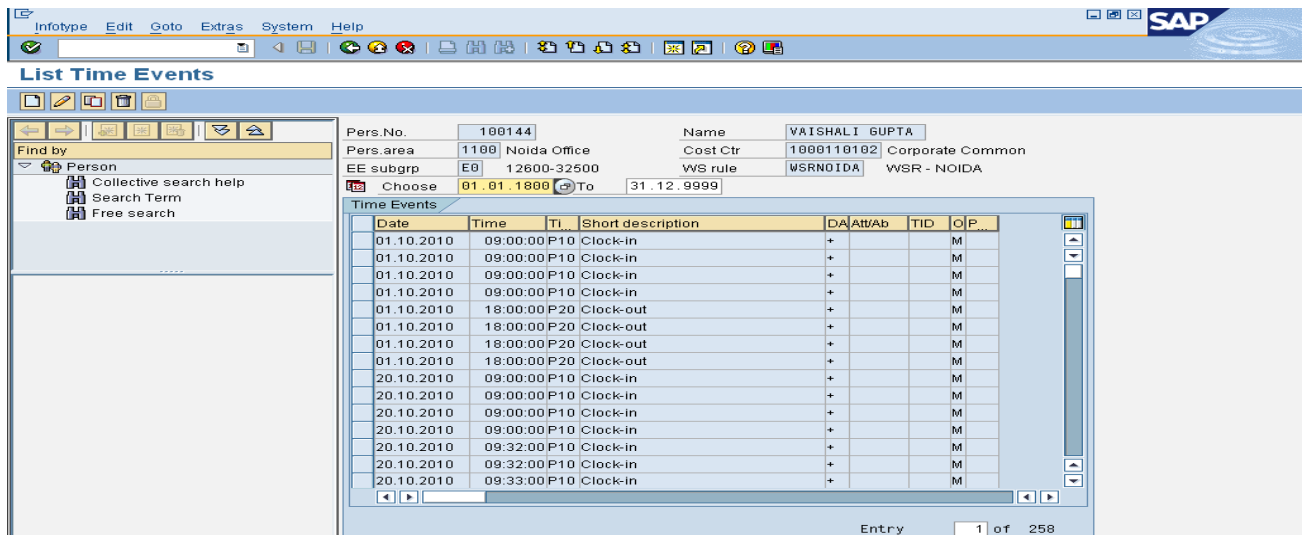
Work schedule rule	The work schedule rule determines which period work schedule is used to set up the work schedule, and the day of the period as of which it applies.	R	Enter work schedule rule
Period	Enter begin and end time of work schedule	R	Enter period

- To change a work schedule use Tcode PT02 and change the work schedule rule from the F4 help and generate it.
- For display the same easy access path can be used or Tcode PT03 can be used for display of work schedule
- To create a work schedule the Tcode is PT01, which is used to generate work schedule for future periods.
- For PDIL employees Sub Group Grouping is '2'
- For PDIL employees Holiday Calendars is PP for all location
- For PDIL employees Personnel Sub Area Grouping are from "01"
- For PDIL employees Work Schedule Rule have been defined according to the shift templates provided by the respective sites. If the user clicks on Work Schedule Rule Entry field and Press 'F4' Key, Work Schedule Rules appears.



## 20. Bio- metric entry.

Initially biometric file (time in and time out) should be uploaded in server from where data will be pick though BDC.

This BDC - **ZHR\_UPDATE\_IN\_OUT\_TIME** will update the time record in IT 2011.



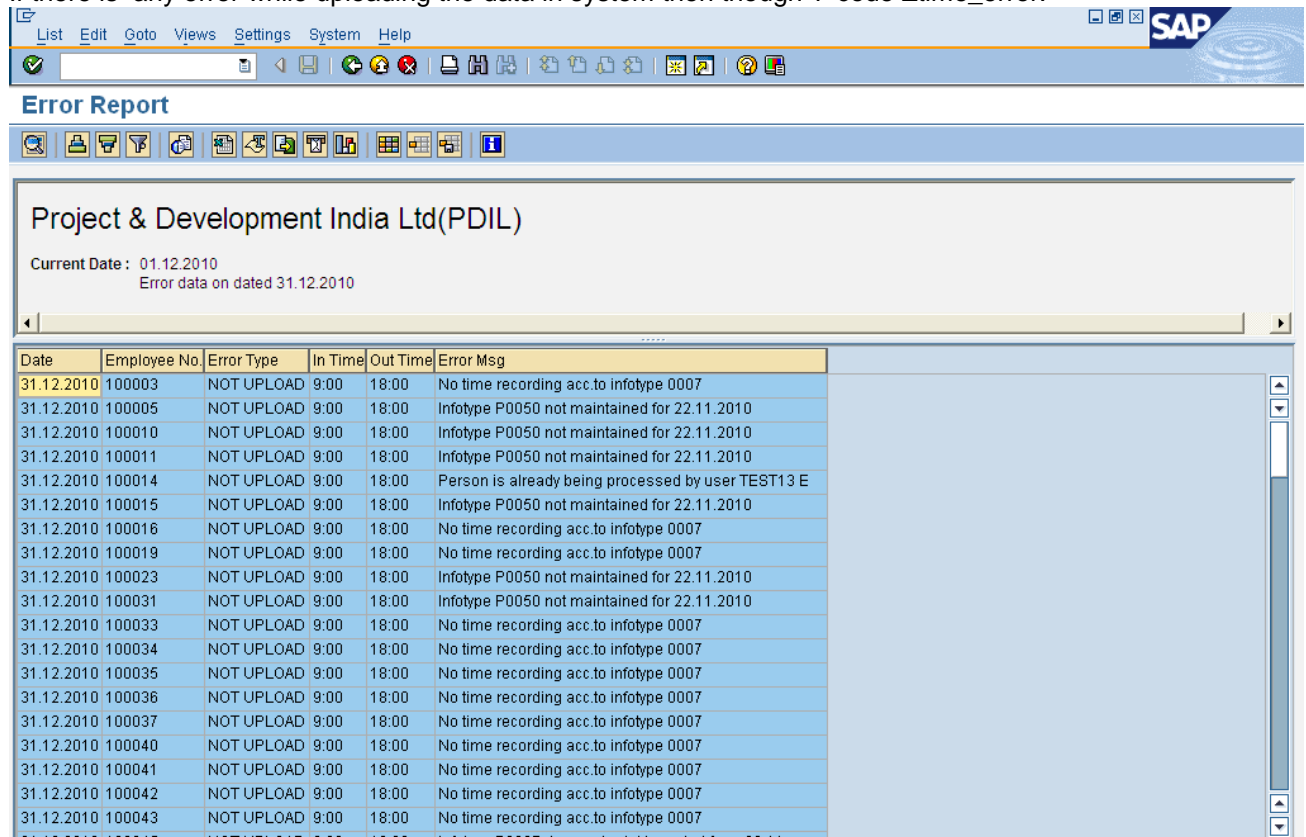
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	Created by:	Honeypriya Sharma	
	Created on:	03.12.2010	

If there is no Swap data i.e time in and time out and employee hasn't apply for leave then system mark a tempary leave **AWI** which should be again regularized through ESS.

If there is only one entry through biometric then system employee has to regularized through ESS.

If there is any error while uploading the data in system then though T-code Ztime\_error.





Date	Employee No.	Error Type	In Time	Out Time	Error Msg
31.12.2010	100003	NOT UPLOAD	9:00	18:00	No time recording acc.to infotype 0007
31.12.2010	100005	NOT UPLOAD	9:00	18:00	Infotype P0050 not maintained for 22.11.2010
31.12.2010	100010	NOT UPLOAD	9:00	18:00	Infotype P0050 not maintained for 22.11.2010
31.12.2010	100011	NOT UPLOAD	9:00	18:00	Infotype P0050 not maintained for 22.11.2010
31.12.2010	100014	NOT UPLOAD	9:00	18:00	Person is already being processed by user TEST13 E
31.12.2010	100015	NOT UPLOAD	9:00	18:00	Infotype P0050 not maintained for 22.11.2010
31.12.2010	100016	NOT UPLOAD	9:00	18:00	No time recording acc.to infotype 0007
31.12.2010	100019	NOT UPLOAD	9:00	18:00	No time recording acc.to infotype 0007
31.12.2010	100023	NOT UPLOAD	9:00	18:00	Infotype P0050 not maintained for 22.11.2010
31.12.2010	100031	NOT UPLOAD	9:00	18:00	Infotype P0050 not maintained for 22.11.2010
31.12.2010	100033	NOT UPLOAD	9:00	18:00	No time recording acc.to infotype 0007
31.12.2010	100034	NOT UPLOAD	9:00	18:00	No time recording acc.to infotype 0007
31.12.2010	100035	NOT UPLOAD	9:00	18:00	No time recording acc.to infotype 0007
31.12.2010	100036	NOT UPLOAD	9:00	18:00	No time recording acc.to infotype 0007
31.12.2010	100037	NOT UPLOAD	9:00	18:00	No time recording acc.to infotype 0007
31.12.2010	100040	NOT UPLOAD	9:00	18:00	No time recording acc.to infotype 0007
31.12.2010	100041	NOT UPLOAD	9:00	18:00	No time recording acc.to infotype 0007
31.12.2010	100042	NOT UPLOAD	9:00	18:00	No time recording acc.to infotype 0007
31.12.2010	100043	NOT UPLOAD	9:00	18:00	No time recording acc.to infotype 0007

## 21. PA71 FAST ENTRY TIME DATA

Fast entry of data allows creating and maintaining the same info type or subtyping record for several employees at the same time. Fast entry is to maintain time data for several employees; enter the data record separately for each employee. Using fast entry, you can enter data on one screen for several employees at the same time; the screens only contain the required input fields for each info type. You can then process data for a large number of employees quickly and efficiently.

There are three different methods for selecting the personnel numbers you want to process in fast entry screen in SAP time Management Component

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<b>Module:</b>	SAP - HR									
<b>Release:</b>	ECC 6.0									
<b>Created by:</b>	Honeypriya Sharma									
<b>Created on:</b>	03.12.2010									






- 1- Manually compiling a list of personnel numbers before processing from the fast entry screen.
- 2- Entering personnel numbers directly in the fast entry screen.
- 3- Generating a list of personnel numbers using a report based on specific search criteria.

**Access transaction by:**

<b>Sap Easy Access Menu</b>	Human Resources → Time Management → Administration → Time Data → Fast Entry Time data
<b>Via Transaction Code</b>	PA71

- Enter dates in the Period column
- Enter Infotype and sub type from 'Infotype text field' or Enter in 'Direct Selection field'.
- Select save option from 'Save option field'
- Select field in 'Personnel Number' field
- Choose Create icon


### Fast Entry of Time Data


 with proposal




Fast entry of time data


Absences  
Attendances  
Substitutions  
Availability  
Overtime  
Absence Quotas  
Attendance Quotas  
Employee Remuneration Info  
Time Transfer Specifications  
Activity Allocation (Attendances)

Period

☒ Period  
From  

☐ Today  
☐ All  
☐ From curr.date  
☐ To Current Date  
☐ Current Period

☐ Curr.week  
☐ Current month  
☐ Last week  
☐ Last month  
☐ Current Year

 Choose

Direct selection

Infotype  STy

Enter Personnel Numbers

☒ Enter in fast entry screen  
☐ Manual preselection  
☐ Preselect using report   
☐ Preselection w.ad hoc query



Save Option

☒ Save records directly  
☐ Create batch input session

Maintain/Lock/Unlock/Delete

☐ Locked records only

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<b>Module:</b>	SAP - HR									
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Field Name	Description	R/O/C	User Action and Values
Direct selection	Enter the Infotype for which fast entries have to be made	R	Enter the required infotype
Save option	Choose radio button save record directly	R	Saves the records
Enter Personnel numbers	Choose the radio button enter in fast entry screen	R	

- This method is very handy for bulk data entry in single phase. Which ever the transaction PA61 – create or List Entry or PA71 Fast Entry of Time Data, these are various modes to record information as per requirements. The data entered under these are saved in one and same table.

## 22. Appendix

### Report Descriptions by Name and Transaction Code

Time	Attendance/Absence Data: Calendar View	PT90	Calendar view of one or more employee's attendance and/or absence records for a defined period of time.
Time	Attendance/Absence Data: Overview	PT64	To view one or more employee's absences or attendances for a defined period of time.
Time	Attendance/Absence: Multiple Employee View	PT91	To view attendance and/or absence records for a defined period of time for several employees.
Time	Display Absence Quota Information	PT_QTA10	To view or audit absence quotas for employees.
Time	Display Work Schedule	PT03	To view a specific work schedule rule to determine hours worked on a specific day.
Time	Overview Graphic of Attendance/Absences	PT65	Graphical view of one or more employee's attendance and/or absence records for a defined period of time.
Time	Personal Work Schedule	PT63	To view the schedules of one or more employees for a specific time period, to determine if the employee is mapped to the correct work schedule.
Time	Quota Overview	PT50	To review quota earned.
Time	Time Statement Form	PT61	To review the time statement of one or more employees for a specific time period.

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